

DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION

BULLETIN, 1916, No. 33

REGISTRATION AND STUDENT RECORDS
FOR SMALLER COLLEGES

COMPILED BY

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WASHINGTON
GOVERNMENT PRINTING OFFICE
1916

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10 CENTS PER COPY

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LETTER OF TRANSMITTAL

DEPARTMENT OF THE INTERIOR,
BUREAU OF EDUCATION,
Washington, D. C., October 25, 1916.

SIR: The recording offices of many small colleges in various parts of the country have failed to develop appropriate and convenient systems for registering important data concerning the academic work of students. Members of the Bureau of Education who visit such institutions are frequently asked to suggest practical methods for recording the desired information. With a view to meeting the insistent needs of registrars of colleges of this type, I have requested Mr. Benjamin F. Andrews, specialist in land-grant college statistics, to gather the registration forms which have been successfully used in a number of collegiate institutions and to prepare a brief statement on the fundamental operations of the registrar's office. The accompanying document presents this material. I recommend that it be published as a bulletin of the Bureau of Education.

Respectfully submitted.

P. P. CLAXTON,
Commissioner.

The SECRETARY OF THE INTERIOR.

REGISTRATION AND STUDENT RECORDS.

The registrar's office is the pulse of a college. The machinery for recording every relation of the student to the university, and the completeness and availability for reference of this record, reveal the vitality and efficiency of the institution. Large universities have recognized this fact for some time. Most of them have developed systems of registration entirely adequate to the needs of administrative officers, systems which may be interpreted also by an outside inquirer seeking information as to the academic policies or standards.

Some small colleges have developed similar records, but many of them still tolerate very rudimentary systems of registration, or perhaps no system at all, depending wholly for knowledge of the standing of former students upon the memory of some overworked member of the faculty, reenforced perhaps by a few cryptic marks preserved in old ledgers or on loose and scattered sheets of paper. A few institutions where such slipshod methods prevail realize the importance of keeping accurate records, but do not know of what these should consist or what forms have been found most convenient for entering and for subsequent reference. Others have not yet perceived the value of the operations of the registrar.

Two paramount reasons may be cited for the keeping of adequate and systematic records. First, the college owes it to students who may transfer to another institution or who may later refer to their alma mater for statements of their character and academic achievements. Second, no institution may be sure of itself, of the honesty and consistency with which it maintains its standards, of the trend of its academic policies, unless all data bearing on these matters are immediately and fully recorded. Faculties are generally humane, they tend to make exceptions. The multitude of exceptions sometimes nullifies the rule. If an institution is to know whether its rules or the exceptions are really the rule, the facts must be put down in the records where they can not be forgotten.

In view of the desirability of encouraging certain of the smaller institutions to keep proper records, this brief summary of the fundamental processes of the registrar's office is offered. It is hoped that it may prove helpful. The material on which it is based consisted

of numerous printed forms submitted in response to inquiries from the Bureau of Education.

The forms submitted show that college registration records vary almost infinitely. Apparently no two institutions use identical methods. The larger universities have evolved forms and systems which answer their own purposes perfectly, but are of little help to the colleges of smaller organization. Columbia University, for example, with its many departments and very large enrollment, has an intricate system involving a multiplicity of forms. Yet there are certain major operations which must be carried on everywhere, and forms have been developed for recording them which approach a common type. These operations are described below and samples of some of the most convenient forms are reproduced.

The keeping of student records naturally divides itself into several main stages:¹

- I. Before entering college.
- II. At entrance.
- III. During the college course.
- IV. Alumni records.

I. FORMS USED BEFORE ENTRANCE.

1. THE APPLICATION BLANK.

The object of this blank is to file with the institution the name of the prospective student and such other advance information as may seem desirable. The blank may be simply an address card or a form designed for a somewhat detailed precollegiate and personal history. The detailed form has the advantage of showing at once whether the student has covered the preparatory ground and may be considered for certification or examination for admission. A number of the institutions accompany the application blank with the rules for admission printed either on the back (Northwestern, Ie) or on a separate slip fastened to it (Knox, If). This blank is sometimes used to reserve dormitory or classroom space, and for this purpose it may be filed months before actual enrollment. Such a blank is used by Randolph-Macon Woman's College (Ia). Other examples of the various forms in use are those of Lehigh University (Ib), University of Cincinnati (Ic), Massachusetts Agricultural College (Id), Northwestern University (Ie), and Knox College (If).

From the forms submitted the following questions have been selected to form a complete application blank. Each of the ques-

¹ In connection with each of these stages are many minor operations, for the recording of which numerous forms have been developed. These are, for instance, student identification cards, cards for admission to classes, athletic tickets, report cards of all sorts, notifications of failures, excuse for absence cards, transfers to other departments, etc. Since in the smaller institutions their place can generally be taken with much economy by a typewritten letter, no attempt will be made to show their use. For samples see Appendix B.

tions given below appears in several, if not all, of the forms used by different institutions:

DATE OF APPLICATION.

- A. The Applicant..
 - 1. Name, home address.
 - 2. Place and date of birth, age.
 - 3. Religious or church preference or connection.
- B. Parents or Guardians.
 - 1. Name, home address.
 - 2. Occupation.
- C. Preparatory Training.
 - 1. Schools--name, location, principal of each.
 - 2. Length of time at each. Graduate or not.
 - 3. Other college.
 - 4. Teaching experience (for normal students only).
 - 5. Preparatory studies completed--college units for each. Which may be certified? Which require examination? Conditions in entrance studies.
- D. College Course.
 - 1. What course do you intend to enter?
 - 2. When or in what class?
 - 3. Scholarship or other aid.

Although this blank is undoubtedly useful in giving the institution advance information, and thus enabling it to prepare for examinations and instruction, yet its use may be entirely dispensed with, especially in the small college, where correspondence with the prospective students has frequently been kept up for months before entering. Much of the same information is also given on the usual preparatory school certificate. The filing of such certificate may render the application blank unnecessary.

[FORM 1a.]

Form A

No.

RANDOLPH-MACON WOMAN'S COLLEGE.

(NOTE.--Rooms are assigned new applicants in the numbered order of their applications. To secure a reservation, this form should be properly filled and returned by parent or guardian with inclosure of \$10. The money is credited on account when the student enters, but will be returned if the application is canceled prior to July 1, or if preparation is found to be insufficient.)

APPLICATION FOR ADMISSION.

To Randolph-Macon Woman's College: 191

I herewith apply for admission for my daughter (ward) to college for the session of 191 -191 , and request that room be reserved in accordance with the conditions noted above.

- Name of parent (or guardian).....
(With professional title.)
- Address.....
- Name of student.....
(Full name)
- Address.....
- Date of birth.....
- Church affiliation..... Member?.....
- Name of institution.....
- Prepared at Location.....
- Principal.....
- Number of years in high school or seminary.....
- Graduate?.....

Upon return of this, a blank form of certificate will be sent.

[FORM B.]

LEHIGH UNIVERSITY.

I hereby apply for admission to Lehigh University.

Name in full.....

Place of birth.....

Date of birth.....

Preparatory school or college.....
(Name in order all high and preparatory schools attended.)

Course you purpose taking.....

Date you contemplate entering.....

Religious denomination.....

Father's, mother's, or guardian's name.....

“ “ “ occupation.....

“ “ “ address.....

[FORM C.]

UNIVERSITY OF CINCINNATI,

REGISTRATION BLANK.

Date.....

Name in full.....
(Including middle name, without initials or contractions.)

Place of birth.....

Date of birth.....

Cincinnati address.....

Home address.....
(As you wish it printed in catalogue.)

Is last address within Cincinnati's corporation line?

What is the length of your consecutive residence in Cincinnati immediately prior to
 this date?

Where did you reside before coming to Cincinnati?

Name in full and present post-office address of father, or the name and address of
 guardian, if father is not living.....

Occupation of father.....

Denominational preference.....

Are both parents living?

School last attended and date.....

Have you ever attended this university?

Date of last attendance.....

In what college are you registering?

FORMS USED BEFORE ENTRANCE.

(FORM 1d.)

(Obverse.)

MASSACHUSETTS AGRICULTURAL COLLEGE.

APPLICATION FOR ADMISSION.

Dated.....

The candidate is requested to fill out this blank and after it has been approved by the principal to return it to The Registrar, Massachusetts Agricultural College, on or before June 1, if candidate for June examinations, before August 1, if candidate for September examinations. (For regulations concerning entrance, see other side.)

Name in full.....

Permanent & residence. Town.....
 Street and No., if any.....
 County.....
 State.....

Name of parent or guardian.....

To take examinations at..... in {June,
 {Sept.

To enter Massachusetts Agricultural College in
 September, 19....

I offer for admission the subjects indicated on
 the list appended.

Subjects to be offered on certificate must be
 marked "C." Subjects in which examination
 is desired in June, 19... should be marked
 "X June." If September examination is de-
 sired, mark "X Sept."

Name of preparatory school.....

Location.....

Recommended for examination in subjects
 marked "X."

Will be certified in subjects marked "C."

Moral character of applicant.....

Approved..... Principal.

..... School.

¹ Examination in September only.
² Notebook required as part of preparation will be credited
 as part of the examination.
³ One must be offered for the required point, one, two, or
 three others may be offered for elective points.
⁴ One credit for each offered.
⁵ May be offered as elective if not offered to satisfy re-
 quired points.
⁶ On certificate only, no examination given.
⁷ $\frac{1}{2}$ or 1 credit allowed, depending on time spent in prepara-
 tion and ground covered. Insert credit earned.

ENTRANCE.

SUBJECTS.	CR.
Agriculture ¹	0
Botany ²	0
Chemistry ³	1
Algebra.....	$\frac{1}{2}$
Plane Geometry.....	1
Solid geometry.....	$\frac{1}{2}$
Trigonometry.....	$\frac{1}{2}$
Physics ⁴	1
Geology.....	$\frac{1}{2}$
Physiology.....	$\frac{1}{2}$
Physiography.....	$\frac{1}{2}$
Zoology ⁵	$\frac{1}{2}$
History ⁶ (one unit required).....	
Ancient ⁷	1
English ⁸	1
General ⁹	1
Medieval and modern ¹⁰	1
U. S. and civics ¹¹	1
English.....	3
English, 4th credit ¹²	1
El. French or El. Germ.....	2
El. French ¹³ or El. Germ. ¹⁴	2
French Int.....	1
French Adv.....	1
German Int.....	1
German Adv.....	1
Greek A ¹⁵	2
Greek B ¹⁶	1
Latin A.....	2
Latin B.....	1
Com. geography ¹⁷	$\frac{1}{2}$
Drawing ¹⁸	$\frac{1}{2}$
Manual training ¹⁹	0

(Reverse.)

REGULATIONS CONCERNING ENTRANCE.

A. MODES OF ADMISSION.

Students are admitted to the freshman class either upon certificate or upon examination. No diploma from a secondary school will be accepted.

Certificates.—Certificates will be received from those schools in New England which have been approved by the New England College Entrance Certificate Board. Principals of schools in New England who desire the certificate privilege should address the secretary of the board, Prof. Frank W. Nicolson, Wesleyan University, Middletown, Conn. Certificates from schools outside of New England will be received if those schools are on the approved list of the College Entrance Certificate Board of the section in which the school in question is located.

Certificates, in order to be accepted, must present not less than 7 of the necessary 14 credits. The only exception to this rule is indicated under note 6, certification in these subjects being allowed, although no other subject be offered on certificate. All credits lacking on certificate must be made up at the time of the entrance examinations. (Two points condition will be allowed on entrance work.)¹

Blank forms for certification—sent to principals or school superintendents only—may be obtained on application to the registrar of the college.

The credentials of the board of regents of the State of New York are accepted as satisfying the entrance requirements of this college when offered subject for subject.

Examinations.—The examination in each subject may be oral or written, or both. The standard required for passing an examination for admission is 65 per cent. Conditions to the amount of two units will be allowed.¹

B. REQUIREMENTS FOR ADMISSION.

The requirements for admission are based on the completion of a four-years' course in a high school, or its equivalent, and are stated in terms of units. The term unit means the equivalent of four or five recitations a week for a school year. Neither more nor less credit will be given in any subject than is indicated in the table appended. Fourteen units must be offered for admission. In the list appended, every subject in black-faced type is absolutely required and no substitution is allowed. The subjects so typed total eight and one-half units. In addition to these points five and one-half more units must be chosen from the subjects printed in light-faced type.

Presentation of notebooks.—The keeping of a notebook is required as part of the preparation in those subjects indicated (see note 2).

Candidates presenting themselves for examination in such subjects must present at the same time the required notebook, properly certified by the principal. Candidates presenting such subjects on certificate should not present notebooks; but their certificates must state that notebooks have been satisfactorily completed.

Provision is made for the removal of entrance conditions as follows: (1) First entrance condition examination, in the week following the Thanksgiving recess. (2) Second entrance condition examination, in the sixteenth week of the first semester.

¹ *Entrance with condition in English.*—Under the rule permitting entrance conditions of not more than two units of the preparatory subjects, applicants may be admitted upon examination, with a condition in English, provided that they show, upon examination, satisfactory preparation in work, entitling them to a ranking of 60 or higher.

Students, so admitted, must, to remove the condition, pass an examination covering the regular three-units requirement.

FORMS USED BEFORE ENTRANCE.

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[FORM 1c. Folder of four pages.]

NORTHWESTERN UNIVERSITY.

College of Liberal Arts.

APPLICATION FOR ADMISSION.

Registration No. Clerk.

The first page is to be filled out by the applicant in his own handwriting and the blank is to be returned to the Registrar's Office, Northwestern University, Evanston, Ill., without delay.

1. Name of applicant.....
First name. Middle name. Surname.
2. Home address.....
3. Place of birth..... Date of birth..... 19.... Age in years.....
Month. Date. Year.
4. Name of father (or guardian).....
5. Post-office address of father (or guardian).....
6. Occupation of father.....
7. Places of preparation for college:

Name and location of school.	Years of attendance.	Name of principal
(a).....		
(b).....		
(c).....		

8. If you already have attended a college, give the name and the time spent therein:.....
9. What are your plans after graduation?.....
10. Of what church are you a member?.....
11. If not a member, what church are you accustomed to attend?.....

Carefully read the following before signing:

I promise, upon my honor, to abstain from cane rushes and from all forms of hazing while I am connected with the university.

Date..... 191.... Signed.....

[Page 2 of folder.]

REPORT OF EXAMINERS:

M
 entered from the school, is entitled to
 entrance credits as follows:

	Units of credit.	Examin-er's signature.		Units of credit.	Examin-er's signature.
GROUP A.			GROUP C—continued.		
1. English—(a), (b), (c).....			22. Physiography.....		
2. Mathematics—Algebra (a), (b).....			23. Physics.....		
(c) Plane geometry.....			24. Botany.....		
GROUP B.			25. Zoology.....		
3. Greek—(a).....			26. Chemistry.....		
7. Greek—(b).....			27. Ancient history.....		
8. Greek—(c).....			28. Mediaeval and modern European history.....		
9. Latin—(a).....			29. English history.....		
10. Latin—(b).....			30. American history.....		
11. Latin—(c).....			31. Civil government.....		
12. Latin—(d).....			32. Political economy.....		
13. French—(a).....			33. Commercial geography.....		
14. French—(b).....			34. Commercial law.....		
15. French—(c).....			35. Physiology.....		
16. German—(a).....			OTHER SUBJECTS.		
17. German—(b).....					
18. German—(c).....					
19. Spanish—(a).....					
20. Spanish—(b).....					
GROUP C.					
21. Mathematics— (a) College algebra.....					
(b) Plane trigonome- try.....					
(c) Solid geometry.....					

Conditions..... units | Dated..... 191.....
 units
 units
 Total..... units |

For the board of examiners.

Surplus subjects.....

[Page 3 of folder.]

M is entitled to college credit
 without examination as noted below for work completed in.....
 (College. This credit is to be written up after
 University.) approval by the chairman of the committee on advanced standing, and is subject to
 the completion of a semester's work in a satisfactory manner. Credit as follows:.....

Date..... 191.....
 For the committee on advanced standing.

[Page 4 of folder.]

REQUIREMENTS FOR ADMISSION.

Candidates for admission to the college of liberal arts of Northwestern University must qualify by examination or by certificate on 15 units of high-school work. The unit is a course of study requiring a daily recitation on a prepared topic for a full school year, and covering in the various subjects the work defined in the university catalogue. These definitions of units are the same as those adopted by the North Central Association of Colleges and Secondary Schools. Two hours of laboratory work are counted as the equivalent of one hour of prepared recitation.

The subjects which may be presented for admission credit and the number of units acceptable in each are shown in the following table. English, three units; algebra, one or one and one-half units; and plane geometry, one unit, are required of all candidates. A choice is allowed in the selection of other subjects, but at least four units of foreign languages must be presented. These may be four units of Latin, or three units of one language and one unit of another, or two units of each of two languages. A single unit of any language will be accepted only when accompanied by at least three units of some other language or two units of each of two others. The remaining work may be selected at will from the subjects listed.

SUBJECTS WHICH MAY BE PRESENTED FOR ENTRANCE CREDIT.

The first three subjects in the amounts indicated are required of all candidates.

Units.		Units.	
English.....	3	Botany.....	1
Algebra.....	1 or 1½	Zoology.....	1
Plane geometry.....	1	Chemistry.....	1
		Ancient history.....	1
Latin.....	2, 3, or 4	Medieval and modern history...	1
Greek.....	2 or 3	English history.....	1
German.....	2 or 3	American history (or with civil	
French.....	2 or 3	government).....	1
Spanish.....	2	Civil government.....	½
Advanced algebra.....	½	Political economy.....	½
Plane trigonometry.....	½	Commercial geography.....	½
Solid geometry.....	½	Commercial law.....	½
Physiography.....	1	Physiology.....	½
Physics.....	1	Subjects not specified.....	2

Under the heading "Subjects not specified" such topics as manual training, domestic science, mechanical drawing, etc., may be presented at the discretion of the board of examiners. Subjects enumerated above as full units may be presented as half units, or they may be presented in excess of the amounts stated, only as "Subjects not specified" and such credit is thus limited to two units.

A candidate with not more than two units of condition may be admitted to college as a regular student at the beginning of the year, but all deficiencies must be made up within one year.

Persons of serious purpose and mature years may be admitted as special students for courses which they are qualified to pursue and which are not to be had elsewhere than in college. In general, special students must meet the regular entrance requirements.

[FORM II.]

KNOX COLLEGE.

APPLICATION FOR ADMISSION.

THE FOLLOWING INFORMATION IS REQUIRED OF ALL APPLICANTS.

Date,

1. Name of applicant
 First name. Middle name. Surname.
2. Home address
3. Galesburg address
4. Place of birth Date Age in years
5. Name of father (or guardian)
6. Post-office address of the same
7. Occupation of father
8. Place of preparation for college, the years spent in each school, and the names of the principals:
 (a) years principal
- (b) years principal
- (c) years principal
9. If you have attended college, give the name of the college and the time spent therein
10. If you have taught in any school, state the number of years of such service
11. What college degree do you seek to obtain?
12. What are your plans after graduation?
13. Are you a member of a church?
14. If so, of what denomination?
15. If not a member, what church are you accustomed to attend?

Signed

[Reverse.]

REPORT OF THE COMMITTEE ON ENTRANCE REQUIREMENTS AND CLASSIFICATION.

M....., candidate for.....
 degree, entering from..... School, is entitled to
 entrance credits as follows:

	Units.		Units.
ENGLISH:		LATIN:	
Composition and rhetoric		First year	
Required readings		Second year	
History of English literature		Third year	
History of American literature		Fourth year	
HISTORY AND CIVICS:		GREEK:	
.....		First year	
MATHEMATICS:		Second year	
Algebra		Third year	
Plane geometry		GERMAN:	
Solid geometry		First year	
Trigonometry		Second year	
SCIENCE:		Third year	
Physics, laboratory work		FRENCH:	
Chemistry, laboratory work		First year	
Botany, laboratory work		Second year	
Zoology, laboratory work		Third year	
Physiology, laboratory work			
Physiography		Total number of units	

Deficient.....elective units, and.....specified units as follows:

Advanced credits.....

Remarks:.....

Date.....

Chairman of Committee.

{Blank sheet attached to above.}

REQUIREMENTS FOR ADMISSION TO KNOX COLLEGE.

Fifteen units¹ are required for admission. All candidates for entrance must present the following units:

- (1) English (composition and rhetoric, 1; reading in the classics, 2)..... 3
- (2) Foreign² languages (2 years in same language)..... 2
- (3) Mathematics (algebra, 1 or 1½; plane geometry, 1)..... 2 or 2½
- (4) Science (physics recommended)..... 1
- (5) History (a year's course in ancient history is strongly recommended)..... 1

³ 9 or 9½

¹ A unit represents a year's study in any subject in a secondary school, constituting approximately a quarter of a full year's work.

² Foreign languages accepted include Latin, Greek, and modern foreign languages.

³ Depending on the amount of algebra presented.

The remaining 5½ or 6 units may be in any subjects accepted for graduation from a recognized secondary school; provided, however, that not more than one unit may be presented in any vocational subject counted toward graduation in a recognized secondary school.

A student presenting the units specified above and enough more to total 13½ will be admitted to the freshman class on condition that the deficiency in entrance units shall be made up in the first year.

All first-year students are considered as registered provisionally during the first semester. Those receiving satisfactory grades for the first semester are considered as permanently enrolled.

Students may enter by examination or by presenting credentials from a recognized secondary school. Certificates should be made out upon blank forms which will be supplied to principals by the registrar upon request. Applicants should, if possible, forward these credentials previous to the opening of the college year. It is often most convenient to obtain them before the close of the high-school year. Upon receipt of these credentials by the college a statement of the student's standing will be forwarded to him. He then has no further responsibility in the case until registration day for new students, as announced in the catalogue.

2. PREPARATORY SCHOOL CERTIFICATE.

This is the basis of the admission plan of a majority of American universities and colleges. It is made out and signed by the head of the preparatory school, which usually has been inspected and approved by the college, State education department, or State university as equipped to prepare students for college. This is one of the two indispensable forms for college registration.¹

¹ The other being the permanent record form, to be shown later.

Several educational associations or groups of institutions have for some time endeavored to secure the adoption of uniform school certificates, each in its own section. Chief among these are the North Central Association of Colleges and Secondary Schools and the Association of Colleges and Secondary Schools of the Southern States. In spite of these movements, some institutions prefer to use their own forms, differing in a greater or less degree from those recommended by the associations; so that it seems advisable to reproduce several of the independent forms, as well as those used by associated colleges. As suggested above, by adding to the school certificate the few additional questions contained in the application blank, the small college need use but one form for filing all of a student's record previous to entering college.

Of the school certificates illustrated, the one recommended by the North Central Association of Colleges and Secondary Schools (Ig) and that of Harvard College (Ih), while differing in form, demand practically the same information, both being very complete. They differ chiefly in the fact that the North Central blank (Ig) prints the names of the studies and furnishes a column to state the year in which each is given, while Harvard (Ih) groups the studies in the different years, but leaves the subjects to be written in. The Allegheny College blank (Ik) is a model of brevity and compact arrangement. Other examples are those of the University of Rochester (Im) and of Dartmouth College (In).¹

Questions covering the following points are common to the best secondary school certificates.

PREPARATORY SCHOOL CERTIFICATE.

(Questions in *italics* are not usually asked, but are advisable.)

- A. Applicant:
 1. Name and home address.
 2. Place and date of birth. *Ago.*
 3. Church preference or connection.
- B. Parents or guardians:
 1. Name and address.
 2. Occupation.
- C. Preparatory school:
 1. Name and location of school.
 2. Period in attendance.
 3. Graduate? *Date.*
 4. If any of the subjects certified were taken at another school, give name and date of attendance.

¹ In practice the certificate is examined by the proper officers of the college and the student notified of the result. No example of notification form is given here, although several were submitted, showing admission by full certification, by part certification and part examination, by full certification with entrance conditions, and of failure to qualify. Frequently the preparatory school is also notified of its student's success on a special blank for that purpose.

- D. System of grading students in preparatory school:
 - 1. Length of recitation period.
 - 2. Number of customary class periods per week for each student.
 - 3. What is the marking system? Especially, what is the passing grade?
 - 4. Is grade determined by (a) regular class work? (b) by examination? or (c) by judgment of the instructor?
 - 5. Laboratory work—Length of period? Relation to recitation periods?
- E. School record—Names of studies in detail:
 - 1. Textbooks and amounts covered.
 - 2. Number of weeks studied.
 - 3. Number of periods per week.
 - 4. Year in which subject was taken, first, second, third, or fourth.
 - 5. Class standing in each subject.
 - 6. Value of subject in entrance units.
 - 7. Remarks.¹ Especially give home reading and supplementary study.
- F. Personal peculiarities:
 - 1. Quick or slow student.
 - 2. Outside interests.
 - 3. General remarks.
- G. The college:
 - 1. Course to be entered.
 - 2. Entrance units required.
 - 3. Entrance units offered—
 - a. By certification.
 - b. By examination.
 - c. By condition (unprepared).
 - 4. A copy of abstract of rules for admission, self-government pledge, etc., printed on the blank.
- H. Certificate of good moral character.
- I. Signature of principal of preparatory school.
Date of certificate.

[FORM 1g.]

[Folder of four pages.]

Uniform blank adopted by the North Central Association of Colleges and Secondary Schools, modified to meet Iowa usages.

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS.

This is to certify that.....
 who was graduated from the.....High School
 on the.....day of....., 191....., is a person of
 good moral character and studious habits, has satisfactorily completed preparatory
 studies as herein indicated, and is recommended as able to carry forward college work.
 The amount and quality of the work completed in the several subjects required are
 given in the table on the following pages. Total number of units.....

Principal or superintendent.

This certificate will be accepted by all universities and colleges in Iowa.

Name of college course candidate desires to pursue.....

¹ None of the forms submitted asks specifically regarding the student's record in student activities. It might be desirable to introduce a few questions dealing with athletics, musical or literary clubs, membership in secret societies, and other personal tastes. None of the colleges submitting forms seems interested in the race, color, or nationality of its prospective student. Only one asks his intention for life after graduation; one wants to know if he has been successfully vaccinated; one (a member of the College Entrance Examination Board) asks where he intends to take the examinations; and one asks regarding previous teaching experience from its prospective normal students.

[Page 2 of folder.]

Age of applicant, years. Regular total number of class periods
 Laboratory periods, minutes. per week for each pupil,
 Recitation periods, minutes.

N. B.—Blank spaces are left under each subject for additions, such as bookkeeping, manual training, drawing, etc.

Branches of study.	Years in course (1st, 2d, 3d, or 4th).	Textbooks. (Need not be given if school is accredited.)	Number of weeks pursued.	Number of periods per week.	Average standing.	Units granted. (Do not write in spaces below.)	Remarks.
ENGLISH: Composition and rhetoric. American literature (with classics in prescribed list). History of English literature (with classics in prescribed list). Classics read in addition to prescribed list (or equivalents). Grammar.....							
HISTORY: Ancient history Medieval and modern history. English history..... United States history..... Civil government..... Political economy.....							
MATHEMATICS: Algebra to quadratics..... Algebra, quadratics, theory of exponents, progressions, ratio, and proportion. Plane geometry..... Solid geometry..... Plane trigonometry..... Arithmetic (after algebra).							
SCIENCE: Physics..... Chemistry..... Botany..... Zoology..... Biology..... Physiology..... Physiography.....							

FORMS USED BEFORE ENTRANCE.

[Page 3 of folder.]

Passing grade, per cent.

Branches of study.	Years in course (1st, 2d, 3d, or 4th).	Textbooks. (Need not be given if school is accredited.)	Number of weeks pursued.	Number of periods per week.	Average standing.	Units granted. (Do not write in spaces below.)	Remarks.
GREEK: Grammar and reader. Xenophon.....1 books Composition...1 pages Homer.....1 books.							
LATIN: Grammar and reader Caesar.....1 books Cicero.....1 orations. Virgil.....1 books. Composition...1 pages. Viri Romæ...1 pages. Junior Latin...1 pages.							
FRENCH: Grammar and reader. Second year..... Third year..... Fourth year.....							
GERMAN: Grammar and reader. Second year..... Third year..... Fourth year.....							

Be sure to indicate the number of books, orations, pages.

[Page 4 of folder.]

CERTIFICATE OF

From.....

NAME OF SCHOOL.

Date.....

Units.....

Deficiencies.....

[FORM 1b.]

[Four-page folder.]

HARVARD COLLEGE.

1914.

APPLICATION FOR THE APPROVAL OF A SCHOOL RECORD FOR ADMISSION UNDER THE
NEW PLAN.

Candidates for admission under the new plan should present their school records for approval as early as possible and not later than two weeks before their examinations.

No fee should be sent with this application. If the record sent herewith is approved, a blank form of registration with directions as to the fee will be sent with the notice of approval.

Name in full.....

Date of birth (month, day, year).....

Name of father or guardian.....

Home address (street, city, State).....

High schools or academies attended, and the dates of entering and leaving each school:

.....

Name of principal of last school attended.....

For which degree do you wish to register—A. B. or S. B. ?.....

At what place shall you present yourself for examination?.....

If you have already taken examinations, either those of Harvard or those of the College

Entrance Examination Board, give the date or dates of those examinations.

.....

Underline in the list of studies below those subjects in which you wish to present yourself for examination.

COMPLETE LIST OF ADMISSION STUDIES (NEW PLAN).

English.	German.	Mathematics.
Greek.	French.	Physics.
Latin.	History.	Chemistry.

FORMS USED BEFORE ENTRANCE.

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[Page 2 of folder.]

SCHOOL RECORD.

FIRST YEAR (Date,).

Studies.	DESCRIPTION OF STUDIES. Textbooks and amount covered, authors read, supplementary work, etc.	No. of weeks.	Periods per week.	Length of period.	Grade.

SECOND YEAR (Date,).

Studies.	DESCRIPTION OF STUDIES. Textbooks and amount covered, authors read, supplementary work, etc.	No. of weeks.	Periods per week.	Length of period.	Grade.

[Twelve blank lines, as under first year.]

State the time given to laboratory work and describe the kind of work done.

[Blanks for third and fourth years, on page 3 of folder, same as for first year.]

CERTIFICATE OF PRINCIPAL OR HEADMASTER.

I hereby certify that the record given above is correct.

(Signed)

Date,

[Page 4 of folder.]

EXPLANATION OF GRADES ENTERED IN THIS APPLICATION.

The principal or headmaster who signs the record presented in this blank is requested to explain the system of marking used in his school. The committee on admission especially desire to know what grades are regarded as honor grades and what grades indicate failure and poor work.

[Blank space on balance of page.]

.....
(Signature of principal or headmaster.)

Date,

(FORM II.)

ALLEGHENY COLLEGE.

RECOMMENDATION FOR ADMISSION TO ALLEGHENY COLLEGE, MEADVILLE, PA.

This is to certify that M..... residing at..... is a graduate of the..... school of the year....., and has pursued courses in the subjects marked off from the list below, gaining the credit therein recorded; and that he is recommended for admission to Allegheny College. I further recommend that the above student is a person of good moral character.

Signed..... Principal.

Unit value.	Subjects.	Length of course—			Number and length of periods of laboratory work included in former.	Textbook used in class and laboratory.	Pass mark used in school Class grade gained in this subject.	Remarks.
		In weeks.	Periods per week.	Length of period.				
.....	English, first year.							
.....	English, second year.							
.....	English, third year.							
.....	English, fourth year.							
.....	El. algebra.							
.....	Adv. algebra.							
.....	Plane geometry.							
.....	Solid geometry.							
.....	Trigonometry.							
.....	Latin (grammar).							
.....	Latin (Caesar).							
.....	Latin (Cicero).							
.....	Latin (Vergil).							
.....	Greek (Reader and prose comp.).							
.....	Greek (Anabasis).							
.....	Greek (Homer).							
.....	French, first year.							
.....	French, second year.							
.....	French, third year.							
.....	German, first year.							
.....	German, second year.							
.....	German, third year.							
.....	Ancient history.							
.....	Medieval and modern history.							
.....	U. S. history.							
.....	English history.							
.....	Civics.							

¹ Other subjects, not included here for lack of space, are: Drawing (freehand and mechanical), botany, zoology, biology, chemistry, physics, physiography, physiology, geology, other subjects.

It is distinctly understood that the acceptance of certificates is provisional. In case the student's work is not successful in college classes, additional preparatory work may be required. Permission to send students by certificate will ultimately be withdrawn from schools whose students prove to be imperfectly prepared. In all doubtful cases, the teacher is requested to throw the responsibility of the examination upon the college.

[FORM 1m.]

UNIVERSITY OF ROCHESTER.

CERTIFICATE OF CANDIDATE FOR ADMISSION.

[Full name of candidate.] No. Street [Address]
 PREPARED AT [Name of school] [Location.] [Principal.]
 The above to be filled out by the principal.
 Candidate notified by the recorder. 191. Date.

TO THE FACULTY OF THE UNIVERSITY OF ROCHESTER.

I. Certificate of Moral Character.

I have been personally acquainted with for years and recommend h. as a person of good moral character.

Signature of principal.

II. Certificate of Qualification.

I hereby certify that has pursued and completed to the satisfaction of the faculty of the studies not crossed out in the following schedule; a point being defined as a subject pursued for an entire school year with five exercises a week of not less than 40 minutes each.

Studies.	Points.	Average grade attained.
English		
History:	3	
American and civics		
Ancient	1	
English	1	
Medieval and modern	1	
Mathematics:		
Algebra—Elementary (1), intermediate (1)	1 1/2	
Geometry	1 1/2	
Review of algebra and geometry 1	1	
Latin:		
Grammar and first year 1		
Caesar	1	
Cicero and prose composition	1	
Virgil	1	
Greek:		
Grammar and first year 1		
Xenophon and prose composition 1	1	
Homer	1	
German:		
Elementary (first and second year)		
Intermediate (third year)	2	
French:		
Elementary (first and second year)		
Intermediate (third year)	2	
Advanced mathematics:		
Advanced algebra	1	
Solid and spherical geometry		
Plane and spherical trigonometry		
Physics 1 with laboratory notebook for 40 or more experiments	1	
Chemistry 1 with laboratory notebook for 35 or more experiments	1	
Advanced botany 1	1	
Advanced zoology 1	1	
Physical geography 1	1	
Physiology 1	1	
Other subjects	1	

If letters are sent to Institute of Education, the principal will attach a report if the principal has not responded to their application.

¹ In Latin grammar and prose composition, Greek grammar and prose composition, algebra and geometry, no certificate will be accepted for work that has not been pursued or reviewed within the year preceding the time of admission. Solid geometry may be substituted for the review of plane geometry and either trigonometry or advanced algebra for the review of algebra.
² Laboratory notebooks must be presented for all work in science offered for admission.

In view of the work completed as certified above, and because of my personal knowledge of the ability and maturity of the student named, I consider h. well fitted to pursue college work in the course at the University of Rochester with profit to the student and credit to the university.

Signature of principal.

(FORM 1a.)

DARTMOUTH COLLEGE.

CERTIFICATE OF QUALIFICATION FOR ADMISSION TO THE FRESHMAN CLASS.

I,, Principal of the
 School in.....
 hereby certify that.....
 of (home address).....
 has been a pupil in this school from..... to.....
 and that he was graduated in..... 191..

I certify that the candidate has pursued in this school the courses (and in the amounts) given in the following table, and I further certify that the content of every course with which the candidate is credited includes the prescriptions for that subject as specified in the requirements for admission to Dartmouth College, and that for every unit with which he is credited he has satisfactorily completed work of not less than 120 one-hour exercises or their equivalents.

Subjects.	Units.	Subjects.	Units.
English A.....		Solid geometry.....	
English B.....		Trigonometry.....	
Greek 2 years.....		History A (ancient).....	
Greek 3 years.....		History B (European).....	
Latin 2 years.....		History C (English).....	
Latin 3 years.....		History D (American).....	
Latin 4 years.....		Physics.....	
French (elementary).....		Chemistry.....	
French (intermediate).....		Botany.....	
German (elementary).....		Zoology.....	
German (intermediate).....		Physiography.....	
Spanish (elementary).....		Mechanical drawing.....	
Algebra A, and A ₂			
Plane geometry.....		Total units.....	
Advanced algebra.....			

Erase subjects for which no credit is given. In certifying Greek and Latin mark only the maximum number of years taken.

I certify that the candidate is of good moral character.
 I certify that the candidate ranked number..... in a class of..... pupils.
 I certify that the candidate is fully equipped by ability, industry, and knowledge of the subjects for which he has been credited in this certificate to pursue successfully the course leading to the degree of Bachelor of Arts
 Science in Dartmouth College, and I recommend that he be given credit without examination for the number of units hereby certified towards admission to the freshman class of Dartmouth College in September, 191 .

Signed.....
 Principal.

Date,

Certificates are accepted only from those schools which have been approved for the certificate privilege of admission.

For admission to the freshman class without condition a candidate must secure credit for fourteen and one-half units.

Candidates should meet the requirements in full; but a certificate will be accepted if it covers eight units of the requirements, and the candidate will be examined on the remainder; if the certificate fails to cover at least eight units of the requirements, the candidate must be examined in full. When a candidate has received his preparation in more than one school, single certificates for less than eight units will be accepted, provided the total certification amounts to eight units.

This certificate should not be given to the candidate, but should be filled out and mailed by the Principal to the Dean of Dartmouth College, Hanover, N. H.

FORMS USED AT ENTRANCE.

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(Reverse.)

Class of.....

Name.....; address,
 School.....; principal,

English.....		Ancient history.....	
Greek.....		European history.....	
Latin.....		English history.....	
French.....		American history.....	
German.....		Physics.....	
Spanish.....		Chemistry.....	
Algebra A ₁ and A ₂		Botany.....	
Plane geometry.....		Zoology.....	
Advanced algebra.....		Physiography.....	
Solid geometry.....		Mechanical drawing.....	
Plane trigonometry.....			

(This page is not to be filled out by the applicant or the school.)

II. AT ENTRANCE.

REGISTRATION OR MATRICULATION.

While matriculation usually means admission to class standing and registration means simply a formal notice of being present at the institution, the terms are so confused in ordinary practice as to become synonymous; consequently no distinction is made in the examples given.

Registration or matriculation frequently involves the use of two forms, one a card giving name and supplementary facts (a personal directory index), the other giving in detail the class to be entered and subjects to be studied (a class assignment card). Some institutions combine the two into a single form.

Examples of the personal index card are that of the Municipal University of Akron (IIa) and the State University of Iowa (IIb). The State University of Kentucky (IIc) uses this card in triplicate, the extra copies being for the dean's office and other supplementary records. Miami University (II d and II e) accompanies the index card with a class assignment sheet, and De Pauw uses two cards, one (II f) an index, and the other (II g) a study card.

Although the majority of institutions show the two-card system, yet, for the small institutions especially, there seems to be no reason why one combined form might not be used. But whether two forms are used or a combined card, the detachable coupon card has certain advantages. In this a coupon is provided for each operation—payment of fees, entering each class, etc. These are detached by the bursar, professor, or other officer. The coupons may be used either for permanent filing or for the temporary information of the various

officials into whose hands they come. An excellent card of this style is used by the Massachusetts Agricultural College (IIh) for class assignment only. Another, somewhat different in form, is that of the State University of Iowa (IIk).

An examination of forms used by 25 different institutions assembles the following questions for a complete registration record. If it is desirable to use two forms, one for registration and another for class assignment, a division will readily suggest itself.

REGISTRATION CARD.¹

Part I.—Student's Directory.

1. Name in full.....
2. Home address.....
3. College address.....
4. Place and date of birth..... Age.....
5. Church membership or preference.....
6. Name of parent or guardian.....
7. Address of parent or guardian.....
8. Occupation of parent or guardian.....
9. Preparatory school from which certificate was offered.....
10. (For freshmen only.)
 - A. Entrance subjects offered.....
 - B. Entrance units credited.....
 - C. Entrance conditions.....
- 11. (For other students.) Subjects on which failed or conditioned.....

Part II.—Class Assignment Blank.

1. College, school, or course.....
2. Class.....
3. Subjects selected in detail.
 - A. Required subjects and elective subjects grouped or marked.....
 - B. Hours per week in each subject.....
 - C. Time and day of each recitation.....
 - D. Value of each in units.....
 - E. Number of the division of the class.....
 - F. Name or signature of the professor or instructor.....
 - G. Location of classroom.....
4. Approval of college officers.....
5. Bursar or treasurer.....

Fees in detail.....
6. Date.....

¹ Some questions asked by one or two institutions seem worthy of consideration, such as: "In what athletic sports do you participate?" "Are your parents college graduates? If so, of what college?" "Are you self-supporting, wholly or in part?" "Have you a scholarship?" One institution gives a brief statement of the marking system used. The two municipal universities submit forms requiring statements of length of time resident in the city, ward, or district. Two institutions provide a special detachable coupon with information for the athletic association, including athletic fees. Among the questions which seem unnecessary on this form are: "Probable future occupation." "Nationality, race, or color of applicant." "Is your father a United States citizen?" "Amount of academic work or reading in addition to required work." "Have you living brothers or sisters?" Some of these questions have been suggested for the preparatory school certificate.

FORMS USED AT ENTRANCE.

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[FORM II.]

THE MUNICIPAL UNIVERSITY OF AKRON.

Buchtel College of Liberal Arts.

REGISTRATION CARD.

Do not fill these blanks { Date No.

Name in full
(last name first)

Address while in college

Date and place of birth

From what secondary school graduated

When graduated

Church preference

Parent or guardian (to be filled out by the student):

Name

Address

Is this address within the corporate limits of Akron?

Occupation

What is the length of your continuous residence in Akron immediately prior to this date?

Where did you reside before coming to Akron?

[FORM III.]

THE STATE UNIVERSITY OF IOWA, IOWA CITY.

MATRICULATION BLANK.

To be filled out once only: On entrance to the university.

Date

Full name

Home address: No. and St. City

County State

Date of birth: Month Day of month Year

Place of birth: State or Country Nationality

Church membership or Preference

Name of parent or guardian

Address: City State

Occupation of father

Name of wife or husband, if married

Institutions previously attended (give names or locations):

High school Years attended Year graduated

Academy " " " "

Normal school " " " "

College " " " " Degree

University " " " "

Iowa City address: No. and St. Tel. No.

REGISTRATION AND STUDENT RECORDS.

[FORM IIc.]

[Triplicate copies with perforations for separating.]

STATE UNIVERSITY OF KENTUCKY.

No.

First name. Second name. Last name.

Date of birth. Month. Day. Year.

Home address. Street. No.

County. State.

Name of parent or guardian.

His occupation.

His P. O. address.

Church preference.

Are you a member?

Of what school, if any, are you a graduate?

Are you a county appointee?

What course do you wish to enter?

Lexington address.

.....1913.
Date.

[FORM IIId.]

No. Date, 191....

MIAMI UNIVERSITY.

MATRICULATION CARD.

The honor system of examination was adopted by the Miami students in January, 1912. No student should enroll who is unwilling to abide by the following pledge:

I pledge myself to support the honor system at Miami to the utmost of my ability, and not only myself to act in accordance with what I conscientiously believe to be its spirit, but also to encourage others to do the same. I make voluntary application for admission as a student in Miami University and pledge myself to abide by and implicitly obey all rules and regulations of said institution, and to endeavor, at all times, to preserve its good name so long as and whenever I shall be a student therein.

Sign in full (Clark, John Christopher.)

Date of birth: Month. Day. Year.

Home address: No. Street, City, State.

Name of parent or guardian.

Occupation. Address.

Where were you prepared for college?

Experience as a teacher.

Name of last school attended.

How long did you attend it?

The Christian Association also requests the following:

Are you a member of any church? What church do you attend?

FORMS USED AT ENTRANCE.

[FORM No.—MIAMI UNIVERSITY.]

FRESHMAN ELECTION SHEET.

ENTRANCE CREDITS.

English.....	Physical geography.....	Latin.....
History.....	Agriculture.....	Greek.....
Mathematics.....	Astronomy.....	Spanish.....
Chemistry.....	Geology.....	German.....
Physics.....	Physiology.....	French.....
Botany.....	Drawing.....	Domestic science.....
Zoology.....	Manual training.....	Commercial geography.....

Entrance conditions.....
 Conditional advanced standing.....
 Probable future occupation.....

Check here.	Section	Hours.	(Indicate hour of day.)						Instructor.
			M.	Tu.	W.	Th.	F.	S.	
Required studies:									
.....	English 1.....	3							
.....	Mathematics 1.....								
Languages:									
.....	Latin.....	4							
.....	Greek.....								
.....	French.....	4							
.....	German.....	4							
.....	Spanish.....	4							
History:									
.....	History 2 (Europe).....	3							
.....	History 1 (American).....	3							
.....	Latin 8 (Roman).....	1							
Sciences:									
.....	Botany 1.....	4							
.....	Chemistry.....	4							
.....	Geology 1.....	4							
.....	Physics 1.....	4							
.....	Zoology 1.....	4							
.....	Freshman lecture.....	1							
.....	Physical training.....	1					8:30		

Name of student in full, last name first..... Date..... 191.....
 Approved:..... Adviser.....

REGISTRATION AND STUDENT RECORDS.

[FORM III.]

DEPAUW UNIVERSITY.

[Card with two stubs.]

DEPAUW UNIVERSITY STUDY CARD.

Name..... Second semester, 1913-14.
No..... COLLEGE OF LIBERAL ARTS. Class.....

Table with columns: Department, Course, Hours. Includes a Total hours row at the bottom.

FEES table listing: Academy, incidental \$16.00; College, incidental 20.00; Physical culture 2.00; Diploma 5.00; Laboratory: Biology 4.00; Chemistry, except courses 3, 4, and 9 7.50; Physics, except courses 5, 6, 7, and 8 2.00; Extra hours 2.00; Music and art per hour 1.50; Total fees.

[Reverse.]

ENTRANCE DEFICIENCIES.

REQUIRED WORK:

- Rhetoric.
Physical culture.
Group I.
Group II.
Group III.
Group IV.

MAXIMUM.
INELIGIBLE FOR READMISSION.
INELIGIBLE FOR FULL HOURS.

[Detachable stub.]

DEPAUW UNIVERSITY.

BURSAR'S STUB.

SECOND SEMESTER, 1913-14.

No.

Fees due from

Total amount \$.....

Payable at the Central National Bank.

[Detachable stub.]

DEPAUW UNIVERSITY.

STUDENT'S RECEIPT.

SECOND SEMESTER, 1913-14.

No.

Fees received from

Total amount \$.....

Keep this receipt.

This stub must be presented as an admission ticket to all athletic contests.

FORMS USED AT ENTRANCE.

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[FORM IIg.]

To be used by ALL students.

DEPAUW UNIVERSITY REGISTRATION CARD.

Name in full..... Date....., 191....
First name Middle name Last name
 Parent (or guardian).....
 Permanent (home) address.....
 Street.....
 City (or town).....
 County.....
 State.....
 Greencastle address.....
(Give both street and number.)
 School of university.....
 Religious denomination of which a member.....
 Religious denomination of which an adherent.....

[FORM IIh.]

MASSACHUSETTS AGRICULTURAL COLLEGE.

[Card in two parts, with perforations.]

[Part one.]

ELECTIVES—FIRST SEMESTER. M. A. C.

Name of student.....
 MAJOR..... CLASS 191....
 Name of parent or guardian.....
 Address of parent or guardian.....

Course name	Course		Laboratory fee, if any.
	No.	Cr.	
.....			
.....			
.....			
.....			
.....			
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.....			
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.....			
.....			

TO THE ADVISER:
 In entering the courses above be good enough to see that ALL courses are entered in the ORDER given in the catalogue, courses in agriculture coming first, horticulture next, etc.
 THIRTY credits are controlled by the adviser, the balance of credits of the junior and senior years being optional with the student, subject to college regulations.

Approved, June..... 19....
 Adviser.

46126°—16—5



[Part two.]

To THE STUDENT:

Enroll for each course by writing your name and class as well as name and number of course in the spaces provided below. Give catalogue name and number of course, e. g., French 5, Botany 12.

Courses in military science should be included below.

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

Name of student..... Class.....

Course, name, and number.....

(FORM III.)

THE STATE UNIVERSITY OF IOWA, IOWA CITY.

[Form of registration card used in the University of Iowa, but varied to suit the needs of the colleges.]

MEMORANDUM

191.....

being entitled to preparatory units, as follows

- 1. Greek.....
- 2. Latin.....
- 3. French.....
- 4. German.....
- 5. English.....
- 6. History.....
- 7. Algebra.....
- 8. P. & S. geometry.....
- 9. Science.....
- 10. Elective.....

may be registered in the course in the College of Liberal Arts.

Conditions:

1. Units.

2.

3.

..... University examiner.

THE STATE UNIVERSITY OF IOWA.

Iowa City.

TUITION.

City address..... Telephone No.....

College of Liberal Arts.

\$10.00, Tuition for the { First semester.
 { Second semester.
 { Summer session.

\$10.00, Matriculation fee.

THE STATE UNIVERSITY OF IOWA.

Iowa City.

PERMIT TO REGISTER.

To the registrar: 191.....

being entitled to preparatory units, and having fulfilled all other requirements for admission, may be registered as a student

in the College of Liberal Arts..... course..... year, upon payment of the matriculation fee and tuition.

Matric. fee paid: Amt., \$10.00

Tuition paid: Amt.,

..... University examiner.

..... Secretary.

N. B.—Present this card first to the secretary, and then to the registrar.

\$20.00

THE STATE UNIVERSITY OF IOWA,

Iowa City.

RECEIPT.

Received of Ten Dollars, matriculation fee, and Ten Dollars, tuition for the semester in the College of Liberal Arts.

Secretary.

Preparatory units:

[Reverse of registration stub.]

- | | | |
|----------------|--------------------------|-------------------|
| 1. Greek..... | 5. English..... | 9. Science..... |
| 2. Latin..... | 6. History..... | 10. Elective..... |
| 3. French..... | 7. Algebra..... | |
| 4. German..... | 8. P. & S. geometry..... | |

Conditions:

- | | |
|----------|--------------|
| 1. _____ | Units. _____ |
| 2. _____ | |
| 3. _____ | |

University examiner.

III. DURING THE COLLEGE COURSE.

After matriculation the number and variety of forms used will depend on the individual institution. Examples of some of the many different forms are shown in Appendix D. Of all records taken during the course, the student's class records, usually compiled at the end of each semester, are most important. The permanent record blank is designed to hold these.

PERMANENT RECORD FORM:

This form should contain, besides the class records, certain other fundamentals—name and personal history, record of admission and precollegiate work, and possibly a brief alumni record. This is one of two indispensable record forms, the other being the preparatory school certificate.

Three distinct types of permanent records are used. A large number of institutions follow the old custom of keeping their permanent records in bound books; others are using a card system because of its convenience, while the loose-leaf book record is popular for the same reason, having the further advantage of compactness where a large number of records are kept. Some institutions use several cards or records, an extreme case being where a different card is used for each student each year. In general, however, the academic record of each student is kept on one card or ledger sheet.

A brief comparison of a few of the forms in actual use perhaps will be of service.

Randolph-Macon Woman's College (III a) uses both sides of a loose-leaf ledger sheet and finds room for a brief alumnae record. The University of Rochester (III b) also uses a loose-leaf sheet and gets all its information on one page; it substitutes a brief abstract of the financial relations of the student to the institution for the alumni record. The University of Kansas (III c) also uses one page of a loose-leaf ledger sheet, obtaining considerable reduction in size, but omitting both the alumni and financial records.

Among the card forms, that of the University of Cincinnati (III d) does not divide the course into years, although in practice this is done by rulings under the subjects written in for each year. While this form economizes space, it seems hardly as precise as the form used by Harvard College (III e). The use of both sides gives space for a very complete record. The form of Harvard College (III e) shows an excellent arrangement for class record. It also calls for a personal history, but for no financial, alumni, or student activity record. The reverse side of the form is not used. The State University of Iowa (III f) does use the reverse for some of these questions and shows the same study arrangement as the University of Cincinnati (III d). Northwestern University (III g) shows an arrangement of studies for five years, thus covering a possible post-graduate year. None of the others shows this, and yet a single graduate year is becoming quite common, while five-year courses, especially in engineering, are well established. De Pauw University (III h) and the College of Wooster (III k) illustrate the use of smaller cards.

From this comparison it is seen that an excellent form can be devised using a card about $8\frac{1}{2}$ by $11\frac{1}{2}$ inches, a standard size. For loose-leaf ledger purposes a longer form will be found more convenient; it should be printed leaving a wide binding margin and may be as large as 11 inches in width and 15 or even 20 inches in length. The use of both sides of either card or page gives much more room and seems advisable.

A comparison of forms used by over 25 different institutions indicates that a permanent record form may appropriately give the following information; in spreading it on the card it is suggested that the Harvard (III e) and Northwestern (III g) forms might serve for a basis of arrangement, the personal history and class records being on the front, and the reverse side used for the financial, student activity, and alumni records.

PERMANENT RECORD FORM.

(Use a different color for each college of a university.)

[Front.]

1. Name in full. ⁴Class.
 2. Home address.
 3. Date and place of birth. Age.
 4. Church affiliation.
 5. Name of parent or guardian.
 6. Address of parent or guardian.
 7. Occupation of parent or guardian.
- Preparatory school.
1. Name and address of preparatory school.
 2. Name and address of other schools.
 3. Preparatory subjects in detail, giving for each—
 - (a) Value in units or hours.
 - (b) Credit for certification.
 - (c) Credit by examination.
 - (d) Conditions—when removed.
 4. Subjects and credits for advanced standing.
- Collegiate record.
1. College.
 2. Course.
 3. Degree.
 4. Date of matriculation.
 5. Date of graduation.
 6. If nongraduate, date of withdrawal.
 7. Honors, grade, etc., for the course.
 8. Scholarships, fellowships, prizes, loans.
 9. Nonacademic honors—fraternity, clubs, athletics.
 10. Class record.
- Arrange studies in five columns, one for each year.
List studies in detail and show for each—
- (a) Number of each subject-course as per catalogue.
 - (b) Hours per week.
 - (c) Credit in college units.
 - (d) Grade obtained.
 - (e) A brief statement of major and minor group subjects on which course was based.
- [Reverse side.]
- Financial record.
Brief summary of ledger, showing amounts paid by student in course.
- Special college records.
If desired, records of scholarships, prizes, etc., and nonacademic honors—fraternity, athletics, etc.—(collegiate records 8 and 9) may be given here in more detail and omitted from the front page.
- Alumni record.
1. Address.
 2. Occupation.
 3. Married to (a) Date (b) Address
 4. Children.
 5. Honors.
 6. Death—date, place, and place of burial.

In case of transfer to another institution an abstract of the permanent record form furnishes the information necessary for advanced standing. Printed abstracts are in common use, but need not be shown since in general the form is an exact duplicate of the permanent record form.

[FORM IIIa.]

RANDOLPH-MACON WOMAN'S COLLEGE.

[Loose leaf ledger page, 11 by 16 1/2 inches; two sides used.]

STUDENT'S RECORD.

Name of student (in full).....

Address: P. O.,State.....

Address changed to P. O., ...State.....

Date of birth.....Plate of birth.....

Parents or guardian.....Profession.....

Address: P. O.,.....State.....

Church affiliation.....Member?.....

Date of enrollment.....; of withdrawal.....

Prepared for college in.....School, place.....

Entrance requirements satisfied by—

RECORD AFTER LEAVING COLLEGE.

Address: P. O.,.....State.....

Address changed to P. O.,State.....

Occupation.....

Married to.....

Date.....

Address.....

Subjects.	Certificate.	Examination.	Conditions.	Removed.	Signature of examiner.
English.....					
Mathematics.....					
History.....					
Latin.....					
Greek.....					
Modern language.....					
Science.....					

Admission to advanced standing.		Remarks.
Courses.	Credited by—	

[Reverse.]

NAME OF STUDENT.....

Courses.	Hours in course.	First report.		Second report.		Examination.	Combination.	Third report.		Fourth report.		Combination.	Seasonal standing.	Hours credit.	Signature of instructor.
		Grade.	A bences excused.	A bences unexcused.	Grade.			A bences excused.	A bences unexcused.	Grade.	A bences excused.				
SESSION 19 -19 .															
Physical culture.....															
Roll call.....															

GRADE EQUIVALENTS: Below 70, F; 70-74, F; 75-79, E; 80-84, D; 85-89, C; 90-94, B; 95-100, A.
 (Subsequit reported three times each for each year.)

(FORM IIIA.)

UNIVERSITY OF ROCHESTER.

[Loose leaf ledger page, 16 by 13 1/2 inches.

NAME

Date of birth.	Yearly average.		Class.	Course.	Date of graduation.	Degree.
	I.	III.				
	II.	IV.				

Name, occupation, and address of parent or guardian.

Institution last attended.

Time of entrance.

Method of entrance.

ADMISSION.

Detailed statement of conditions.	Subject.	Re-sult.	Time for re-moving condi-tion.	Subject.	Re-sult.	Time for re-moving condi-tion.	Subject.	Re-sult.	Time for re-moving condi-tion.	Subject.	Re-sult.	Time for re-moving condi-tion.
	REPORT: English. Latin. Greek. Medieval and modern American and civics.			German, first year. German, second year. German, third year. Greek grammar. Composition. Xenophon. Homer. Latin grammar. Composition. Caesar. Cicero. Virgil.			German, first year. German, second year. German, third year. Greek grammar. Composition. Xenophon. Homer. Latin grammar. Composition. Caesar. Cicero. Virgil.			SCIENCE: Botany. Chemistry. Physics. Physiology. Zoology.		
	LANGUAGE: English A. English B. French, first year. French, second year. French, third year.											

TREASURER'S INDEX.		FRESHMAN YEAR.												SOPHOMORE YEAR.											
Journal.		Autumn.				Winter.				Spring.				Autumn.				Winter.				Spring.			
Year.	Page.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.			
		Subject.												Subject.											
		French. German. Greek. Latin. Mathematics. Mechanical drawing. Rhetoric.												Biology. Chemistry. English. French. Geology. Greek. Latin. Mathematics. Mechanical drawing. Physics. Physical training.											
		Physical training.												Physical training.											
		Ledge page.												HONORS. Remarks.											
		HONORS. Remarks.												HONORS. Remarks.											
FACULTY RECORD INDEX.		JUNIOR YEAR.												SENIOR YEAR.											
Journal.		Autumn.				Winter.				Spring.				Autumn.				Winter.				Spring.			
Year.	Page.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.	Course.	Hour.	Mark.			
		Subject.												Subject.											
		Art. Astronomy. Biology. Chemistry. Economics. English. French. Geology. German. Greek. History. Italian. Latin. Mathematics. Philosophy. Physics. Rhetoric. Spanish.												Art. Astronomy. Biology. Chemistry. Economics. English. French. Geology. German. Greek. History. Italian. Latin. Mathematics. Philosophy. Physics. Spanish.											
		Physical training.												Physical training.											
		Ledge page.												HONORS. Remarks.											
		HONORS. Remarks.												HONORS. Remarks.											

REGISTRATION AND STUDENT RECORDS.

(FORM III.)
UNIVERSITY OF KANSAS.

School..... Name of parent or guardian..... Name in full..... Residence.....
 Date of matriculation..... Address..... Date of birth..... Degree obtained.....
 Preparatory school..... Occupation..... Graduated.....

ENTRANCE SUBJECTS.	FRESHMAN.			SOPHOMORE.			JUNIOR.			SENIOR.		
	Catalogue number.	Credit hours.	Grade.	Catalogue number.	Credit hours.	Grade.	Catalogue number.	Credit hours.	Grade.	Catalogue number.	Credit hours.	Grade.
Elementary algebra..... (1)												
Advanced algebra..... (1)												
Plane geometry..... (1)												
Solid geometry..... (1)												
Plane trigonometry..... (1)												
History..... (1)												
Greek and Roman..... (1)												
Medieval and modern..... (1)												
English..... (1)												
American..... (1)												
European..... (1)												
Oratory..... (1 or 1)												
English..... (1, 2, 3, 4)												
French..... (1, 2, 3, 4)												
Spanish..... (1, 2, 3, 4)												
German..... (1, 2, 3, 4)												
Greek..... (1, 2, 3, 4)												
Latin..... (1, 2, 3, 4)												
Physics..... (1)												
Physical geography..... (1)												
Chemistry..... (1, 1)												
Biology..... (1)												
Botany..... (1)												
Zoology..... (1)												
Physiology..... (1)												
Biological sciences..... (1)												
Miscellaneous..... (1, 1, 2, 3)												

CONDITIONS. REMOVED.

(FORM III.)

UNIVERSITY OF CINCINNATI

[Card 9 by 11 inches, both sides.]

Registration numbers:

.....

Name.....

Candidate for.....Degree.

Course.	1st sem.		2d sem.		Course.	1st sem.		2d sem.	
	Hrs.	Gr.	Hrs.	Gr.		Hrs.	Gr.	Hrs.	Gr.
.....								
.....								
.....								
.....								
.....								

[Reverse.]

Name.....
 Parent or guardian.....
 Address—City.....
 Out of town.....State.....

Date of entrance.....

Entered:

- On diploma from.....
- On examination.....
- As special student.....

ENTRANCE CONDITIONS.

Major.....
 Minor.....
 Denominational preference.....
 191.... Removed condition in.....for.....

Remarks:

REGISTRATION AND STUDENT RECORDS.

(FORM III.)

HARVARD COLLEGE.

[Card, one side, 8 1/2 by 11 inches.]

Record of..... Born..... School..... at Commencement.....

Candidate for..... degree. Received..... degree. CLASS OF.....

Admitted.	Record.		Year 19--.		Year 19--.		Year 19--.		Year 19--.		Year 19--.		Grade.	First year.	Second year.	Third year.	Fourth year.	Total.	
	Elem.	Adv.	Grades.		Grades.		Grades.		Grades.		Total.								
			Grades.	Points.	Grades.	Points.	Grades.	Points.	Grades.	Points.									
No.	Grades.	Points.	Studies.	Courses.	Half courses.	Studies.	Courses.	Half courses.	Studies.	Courses.	Half courses.	Studies.	Courses.	Half courses.	Studies.	Courses.	Half courses.	Total.	
Subject.	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	Total.
English A																			Total.
English																			Total.
Greek																			Total.
Latin																			Total.
German																			Total.
French																			Total.
History																			Total.
Algebra																			Total.
Geometry (plane)																			Total.
Geometry (solid)																			Total.
Geometry (3 point)																			Total.
Log. and trigonometry																			Total.
Physics																			Total.
Dropped from..... Date.....																			
Restored to..... Date.....																			
Discipline:																			

Chemistry	Freshman courses in columns numbered 1, other courses in columns numbered 2.	Group scholar			Group scholar Scholarship:	Group scholar Scholarship:	Rating of the committee on admission.
		Scholarship:	Scholarship:	Scholarship:			
Courses for year. Courses Total. Courses deficient.							
Financial aid Voted by the administrative board.							
Names and address of parents (* indicates death). Street. City (or town) State. Guardian (if any): Send reports to:							
Conditions. Elementary. Advanced.							

REGISTRATION AND STUDENT RECORDS.

(FORM III.)

THE STATE UNIVERSITY OF IOWA.

(Card, one side, 8½ by 11¼ inches.)

Iowa City.

NAME..... COLLEGE.....

SUBJECT	1st sem.		2d sem.		SUBJECT	1st sem.		2d sem.	
	Hrs.	Gr.	Hrs.	Gr.		Hrs.	Gr.	Hrs.	Gr.
Permanent address: St. and No. City County State Date of birth Place of birth Nationality Church member or preference Name of parent or guardian Address Occupation of father Name of wife or husband Address									
Institutions previously attended.			Yrs.	Class.	Degree.				
Entrance credits.			Fees.						
Latin	Date.		Amount.						
French									
German									
English			Matr. \$10.00						
History, etc.			Tul.						
Algebra									
P. and S. geometry									
Science									
Elective									
Entrance conditions.		Date of removal.							
Cr.									
Major									

Date of matriculation..... Date of graduation..... Degree.....

(FORM III G.)
NORTHWESTERN UNIVERSITY,
 College of Liberal Arts.
 STUDENT'S RECORD CARD.

(Card, one side, 9 1/2 by 11 1/4 inches.)

Name..... Degree..... Honors..... Year.....
 Home address..... * Name of parent or guardian.....
 Date of birth..... † Admitted from..... Date of admission.....

ENTRANCE CREDITS.	UNITS.	YEARS OF ATTENDANCE.												Transferred.	
		191 - 191		191 - 191		191 - 191		191 - 191		191 - 191		191 - 191			
English (a), (b), (c) Mathematics Algebra (a), (b) Plane geometry		Course	Credit-Grade	Course	Credit-Grade	Course	Credit-Grade	Course	Credit-Grade	Course	Credit-Grade	Course	Credit-Grade	Course	Credit-Grade
Greek 6, 7, 8 Latin 9, 10, 11, 12 French 13, 14, 15 German 16, 17, 18 Spanish 19, 20 Mathematics 21, Algebra (a) Trigonometry (b) Solid geometry (c) Physiography 22 Physics 23 Botany 24 Zoology 25 Chemistry 26 History 27, 28, 29, 30 Civil government 31 Political economy 32 Commercial geography 33 Physiology 34															
Department.															
English															
Mathematics															
Economics															
History															
Philosophy															
Psychology															
Greek															

REGISTRATION AND STUDENT RECORDS.

[FORM III.]

DEPAUW UNIVERSITY.

[Card, one side, 7 1/2 by 9 1/2 inches.]

Name of student.....

Name of parent or guardian..... Address.....

ENTRANCE	DEPARTMENT.	Year.	Term.	Course.	Hours.	Grade.	DEPARTMENT.	Year.	Term.	Course.	Hours.	Grade.
English composition.....												
English literature.....												
Latin grammar.....												
Latin, Caesar.....												
Latin, Cicero.....												
Greek.....												
French.....												
German.....												
Algebra.....												
Geometry, plane.....												
Geometry, solid.....												
History, U. S.....												
History, general.....												
Electives.....												

[25 blank spaces for subjects of advanced grades.]

Graduated, 19...., with degree of.....

P represents a pass; P PLUS a creditable pass.

Registrar.

[FORM III.]

[Obverse.]

COLLEGE OF WOOSTER.

[Card, two sides, 7 1/2 by 9 1/2 inches.]

RECORD SHEET.

Name.....
 Recommended by.....
 Date of birth.....
 Father's name.....
 Guardian.....
 Father's occupation.....
 Church membership.....

Withdrawals—Reentrance.

Credits from elsewhere.

Special credits, substitutes, etc.

Prepared at.....

Date of entrance.....

Activities, experience, honors, etc.

Y. W. C. A. cabinet.....

Other such office.....

Literary society.....

Other club.....

Forensics.....

Athletics.....

Music.....

Class office.....

College publication.....

Teaching experience.....

Other responsible office.....

Self-help.....

Honors.....

Prizes.....

General remarks.....

(Reverse.)

Name..... Prepared at..... Degree sought.....

Entrance units.	College credits.	Freshman 19--19--		Sophomore 19--19--		College credits.	Junior 19--19--		Senior 19--19--		Totals.
		1st sem.	2d sem.	1st sem.	2d sem.		1st sem.	2d sem.	1st sem.	2d sem.	
English..... 3	Biblical instruction.	1	2B								
French..... 2	Biology										
German.....	Botany										
Greek.....	Chemistry	1	4C								
Latin..... 4	Education										
Mathematics:	English literature.										
Alg..... 14	French..... 3	4D									
Ph. G..... 1	Geology										
S. G..... 1	German										
History:	Greek										
English..... 1	History										
Ancient.....	History of art										
General.....	Latin										
Medieval.....	Mathematics	1	3A								
Modern.....	Oratory										
U. S.....	Philosophy										
Civics..... 4	Physics										
Science:	Political science.										
Chem..... 1	Rhetoric										
Phys.....	Music										
Bot.....	Examination		3								
Zool.....	Physical education.	1	1A								
Ph. G..... 4	Total for semester.		14								
Physiology	Complete total		17								
M. Dr.....											
Ag.....											
Total..... 15											
Condition Made up.....											

IV. ALUMNI RECORDS.

Few institutions seem to attach much importance to their alumni records, yet the keeping of alumni records is becoming more important every year; a series of main topics has therefore been suggested. By placing these on the permanent record form, the complete history of each student is collected in compact form on one record; if, however, it should prove to be more convenient, the alumni record can be entered in a simple card index file; this latter method may be preferable when there is a special official, such as an alumni secretary, to handle the records. A postal inquiry addressed to the last available address of each alumnus will usually keep this record up to date.

RÉSUMÉ.

The forms outlined and discussed in this bulletin are, in the order of their appearance in the student's academic career:

1. The application blank.
2. The preparatory school certificate.
3. Registration forms—Student directory.
Class assignment.

4. Miscellaneous forms for daily record and care of students.
5. Permanent record form. This includes the information given in 2, 3, and 6.
6. Alumni record, included in 5.

It will be noted that the preceding forms are primarily for the regular undergraduate students, and that no provision has been made for special classes, such as graduate, irregular or special, short or winter term, and extension students. Undoubtedly an institution will find it advisable to use a special blank for one or more of these classes, but the variations from the standard forms will suggest themselves.

APPENDICES.

Appendix A.—Outline of systems used by Randolph-Macon Woman's College, Northwestern University, and Massachusetts Institute of Technology.

Appendix B.—Miscellaneous forms:

- (a) Remission of tuition fees, University of Cincinnati.
- (b) and (c) Application for advanced standing, University of Michigan (2 forms).
- (d) Change of registration, Earlham College.
- (e) Matriculation card, Pennsylvania State College.
- (f) Class report of examination to the registrar, Pennsylvania State College.
- (g) Notice of low standing, Pennsylvania State College.
- (h) Instructor's report card of changes in class enrollment (not attendance), Massachusetts Institute of Technology.
- (i) Report of absence by instructor, University of Wooster.
- (k) Notice of absence to instructor, University of Wooster.
- (l) Class grade report, Kentucky State University.
- (m) Class list, Kentucky State University.
- (n) Report to preparatory schools of Kentucky of grades of admitted students.
- (o) Class standing report, Allegheny College.
- (p) Notice of failure, Allegheny College.
- (q) Personal grade card, Massachusetts Institute of Technology.
- (r) Notice of personal interview, University of Kansas.
- (s) Application for graduation, DePauw University.
- (t) Application for permission to carry extra hours, DePauw University.

APPENDIX A.—OUTLINE OF CERTAIN SYSTEMS.

Randolph-Macon Woman's College.

As soon as the application for admission is received, an endeavor is made to secure as full and detailed statement as possible of the credits offered for entrance (using the preparatory school certificate)—these being certified by the principal of the preparatory school. The registrar estimates the value of each unit, in every instance requiring at least the minimum of 13 units to be offered. At the opening of the fall term these certificates of preparation are submitted to the committee on matriculation, which is composed of the heads of the several departments and the principal instructors; this committee, in turn, interviews each applicant personally and separately, and the credit accorded her in each subject, whether by certificate or examination, is entered on the matriculation ticket (registration and class assignment blank) by the instructor in that department. The matriculation ticket and certificate are then returned to the registrar's office, and the credits so given are entered on the student's record, these three forms—the certificate of preparation, the matriculation ticket, and the student's record—being our official records.

Northwestern University—College of Liberal Arts.

Description of Printed Forms Used in the Registrar's Office.

Before the days of registration the prospective student is urged to forward the matriculation blank properly filled out on the first page, and the certificate of entrance credits made out and signed by the principal of the high school. He is also urged to read carefully the "Undergraduate's Manual."

On the day of registration the freshman goes first to the library, where he meets the president of the university and is given a time appointment with the dean of the college. These appointments are three minutes apart. If the matriculation blank has not been sent previous to the student's coming, he fills that out before meeting the dean. From the certificate which has been formerly submitted a transcript memorandum of entrance credit is written. On this memorandum the dean assigns an adviser-professor, to whom the student then goes. In company with the adviser the program of studies is arranged and recorded in duplicate. After this program is approved by a committee—to prevent entrance to a section already overcrowded, or enrollment for more than three recitations in a half day—it is then approved by the registrar and the bill is issued. In the registrar's office the program is copied on a registration card (different colors being used for different years) and a class card is made out for each course and sent to the proper instructor before the time of the first recitation. On the colored card the student's absences are recorded in the registrar's office. The registration is finally copied on the large card, which is the permanent record of a student's work.

The program of a sophomore, or upper-class man, differs from that above mentioned in that he takes from the registrar's office to his adviser a blank on which the registrar has indicated certain prescribed studies which ought to be included in the registration. The adviser has received from the registrar's office a record of the student's previous work. With the help of this record it is possible to encourage the registration for prescribed studies in their proper place.

Absences are reported by instructors to this office every week. When a student has recorded against him absences in a course amounting to one-eighth of the class exercises in that course he receives a warning. When his absences amount to more than one-eighth, but not more than one-sixth of the class exercises in the course, he is notified by the registrar's office that he is due for an additional examination, and if the absences exceed one-sixth he is notified that his registration in the course is canceled, and notice is also sent to his instructor. When a student's work is reported unsatisfactory, he is notified and asked to confer with his instructor at once. When a student wishes to change his program he secures from the registrar's office a blank, on which the changes are recorded and necessary signatures secured. The blank is then filed at the registrar's office and instructors are notified of courses dropped and of courses entered by receiving class cards. At the close of the semester instructors report grades to the registrar's office, and from the registrar's office the semester record of each student is sent to his parents or guardian.

Each student is required to designate the department which he chooses as his major at the beginning of his third year. At the close of the junior year a student expecting to graduate in the following year is required to file with the registrar a senior petition. A student registering from another department of the university brings to the registrar's office a recommendation from the department in which he has his primary registration. The record of a student transferring to another school is furnished on the certificate of standing.

Massachusetts Institute of Technology.

Each student fills out an *attendance card* according to the course he elects. *Roll cards* supplement the attendance card, and are kept in the registrar's office and used for a card catalogue for all courses. The *address card* is used at the information office for the address of students, and gives the tabular view of their exercises, which shows where they may be found during the school hours. The *advisor's card* is used by him.

The attendance card, which is a petition for each student for admission to the subjects he desires, is approved by the registrar, and then the roll cards are checked to agree with each card, by assistants. These roll cards are then separated into subjects (it is found convenient to use numbers to represent these), and then each subject is separated into its various sections, if the class in this subject is divided into sections. The rolls are written by hand, or by the typewriter on paper, and these rolls are corrected by the instructor, by use of the *roll correction card*; a new roll is issued every month.

Changes in the attendance card after the card is approved are made by the use of petitions to the faculty.

Records are returned by instructors on the alphabetical lists. The names of students entitled to records are underlined in red ink. There are formal and informal reports.

Informal reports are made for students in the first two years, at the end of the first five and first ten weeks of the two terms. Lists corresponding to these alphabetical lists are gummed and pasted into record books, that are ruled to agree with the spacing of the alphabetical lists, where these informal records are posted.

Formal records are returned on the same alphabetical lists, but these records are kept in a different way. The names of the students are separated into years, and for the three upper classes are again separated into courses. The choice of course is not made by first-year students until after the first term, and the courses do not differ enough in the second term to warrant the separation. The names of students are written, 30 on a page, at the left, and the subjects are written across the top. A copying ribbon is used on the typewriter, so that immediately before the faculty meeting to consider these records a copy can be made for the head of each department.

Reports are sent to students on a blank similar to the attendance card in form.

Various printed forms and notes are used in regard to the absence of students from exercises, and notices requesting them to consult various officers.

Entrance records are kept on cards, and students register for the entrance examinations on a special card, and gummed labels are attached to these cards as well as to all examination books. A different color is used for each candidate, such as preliminary, final, complete, and partial. The color of the label, together with the name on it, assists greatly with the rapid separation of the papers immediately after the examination, in the registrar's office. These are examined to correspond with the examination book, and it is customary to separate the books into groups, as preliminary, final, complete, and partial, and dividing each group, when necessary, into smaller groups, for examination. The records are returned on these written lists and are entered on the attendance cards. These are kept until the student enters the institute, and from these the entrance record is recorded on the permanent record of the student.

APPENDIX B.—MISCELLANEOUS FORMS.

[FORM Ba.]

University of Cincinnati.

Application for the Remission of Tuition Fees.

The undersigned, claiming that is a bona fide citizen of the city of Cincinnati, requests that be matriculated without payment of tuition.

1. Name of applicant in full.....
2. Date of birth day of 18.....
3. Place of birth. City, State, Country.....
4. Name of parents living.....
5. Residence of parents.....
6. Are your parents native-born or naturalized citizens?.....
7. When did you first come to Cincinnati?.....
8. What school or college, if any, have you attended since your removal to Cincinnati?.....
9. (a) When did you enter such school or college?.....
(b) How long did you attend same?.....
(c) If such school or college had been located elsewhere, would you have come to Cincinnati?.....
10. (a) Did you come to Cincinnati primarily to obtain an education?.....
(b) If not, state fully the purposes for which you came to Cincinnati.....
11. When you removed to Cincinnati was it your intention to remain in Cincinnati permanently?.....
12. Had you any intention of ever returning to your former place of residence?.....
13. (a) Have you ever returned to your former place of residence since your removal to Cincinnati? If so, how often, and during what periods and for what purposes?.....
(b) Where and how do you spend your vacations?.....
14. How long do you expect to remain in Cincinnati?.....
15. Do you expect ever to leave Cincinnati?.....
If so, when and for what purpose?.....
16. Where do you expect to live after your graduation?.....
17. What profession or business do you intend to pursue or engage in after your graduation?.....
18. Do you or your parents own property in Cincinnati?.....
19. What is your source of support? Parents, friends, self, school fund. (Cross out all but actual source of support.).....
20. Have you any employment in Cincinnati? If so, what?.....
21. Have you any employment elsewhere? If so, what?.....
22. Are you a voter?.....
23. Since your removal to Cincinnati have you ever voted elsewhere?.....
24. When and where have you voted in Cincinnati?.....
25. Where are you now registered?.....

State of Ohio,)
Hamilton County,)ss:

..... being duly sworn says that he signed the foregoing application, and that the facts therein stated are true, as he verily believes.

Sworn to and subscribed before me this day of, 191.....

Notary Public, Hamilton County, Ohio.

APPENDICES.

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[FORM Bc.]

University of Michigan.

Department of Literature, Science, and the Arts.

No.
M.
may apply for advanced credit for work done at.....
.....
in the subjects checked.

Registrar.

- GREEK
- LATIN
- FRENCH
- SPANISH
- GERMAN
- ENGLISH
- RHETORIC
- ELOCUTION
- PEDAGOGY
- MATHEMATICS
- CHEMISTRY
- ANALYTICAL CHEMISTRY
- ZOOLOGY
- GEOLOGY
- DRAWING

This blank, when signed by the heads of the departments concerned, must be returned by the student Registrar before November 1.

FORM Bc.

University of Michigan.

Department of Literature, Science, and the Arts.

APPLICATION FOR ADVANCED STANDING.

(To be filled out by applicant.)

Name.....
Address.....
.....
Studied at.....
Length of attendance..... years
Graduated..... 10....
Degree received.....

COMMITTEE'S RECORD.

(Not to be filled out by applicant.)

Application filed.....
Adjusted.....
Advanced credit given..... hours
Required rhetoric.....
Applicant notified.....

SPECIAL INSTRUCTIONS.

Please fill out this application for advanced standing, paying special attention to all details. Kindly insert on the second page of the application your preparatory work, stating the high school in which it was done, and have the principal of that high school render the statement official by affixing his signature. If more convenient, you may forward an entrance certificate, filled out and signed by the principal, direct to this office. The third page is for the work you have done of collegiate or normal grade. Be careful to specify not only the number of weeks, but the number of hours per week devoted to each study. This statement may be rendered official by having it signed by the registrar or president of the college where the work was done. This paper properly filled out and accompanied by a letter of honorable dismissal from will enable the committee to inform you immediately upon its receipt as to the number of hours of advanced credit which you may expect to receive should you decide to transfer to this department.

ADMISSION TO ADVANCED STANDING FROM OTHER COLLEGES AND UNIVERSITIES.

The following credentials are required: A. A letter of honorable dismissal from the college or university last attended. B. An official detailed statement of preparatory studies. C. An official detailed statement of college studies completed for which credit is desired. D. A marked catalogue of the college or university, showing each subject, including entrance.

This blank should be filled out with care and accuracy, and forwarded with the applicant's credentials, as early as possible, to the Registrar of the University of Michigan, Ann Arbor, Mich.

..... 19.....

To the Committee on Advanced Standing:

I, the undersigned, respectfully apply for admission in October, 19....., to the University of Michigan on credentials from College, and herewith submit the following answers in support of the application:

1. When did you enter the above institution?..... When did you leave?.....
 2. Did you offer for entrance any school certificate?..... If so, apply for a University of Michigan Certificate of Recommendation.
 3. Were you admitted without conditions?.....
 4. If not, what deficiencies?.....
 5. How did you make up these deficiencies?.....
 6. Were you credited toward graduation with any subjects at entrance?.....
 7. If so, what subjects and how much credit for each?.....
 8. How many full years have you attended regular instruction in the above institution?.....
 9. How many terms are there in each year?.....
 10. How many hours are required for the degrees, exclusive of drill and gymnasium?.....
 11. What portion of your course have you already completed? E. g. 58/120, 135/180, etc.....
 12. Can you continue in your institution, if you desire to do so?.....
 13. How many hours did you pass during your last term of attendance?.....
 14. Do you hold an Honorable Dismissal?..... Send it.
 15. Have you sent a catalogue of the institution, marking the exact subjects offered at entrance and those completed by you?..... If not, send one.
- Name in full.....
 Address.....
 Place and date of birth..... day..... month..... year.....
 Name and address of parent or guardian.....

PREPARATORY STUDIES.

The information given below refers to the work in the preparatory school and not to the work done in college, which should be listed on the opposite page.

Name..... Graduated from
 Preparatory high school..... 191.....

Fifteen units are required for admission, a unit meaning the equivalent of five recitations a week in one branch of study for one year, amounting in the aggregate to not less than one hundred and twenty 60-minute hours in the clear. Two to three hours of laboratory, drawing, or shop work will be counted as equivalent to one of recitation. These fifteen units must include three units of English composition and literature, two units of a foreign language, one unit of algebra and one of geometry, and one unit of one of the sciences, physics, chemistry, botany, or zoology, and may include not more than three units from Group II. They must embrace two subjects of three units each from Group I. It is, however, strongly recommended that one or more studies be pursued throughout the four years of the high-school course. The subjects from which choice may be made, and the number of units which will be accepted in each subject, are as follows:

Group I.

Subject.	Hours per week.	No. of weeks.	Grade.	Subject.	Hours per week.	No. of weeks.	Grade.
English composition and literature, 3 or 4 units.....				Geometry, 1 or 1½ units.....			
Greek, 2 or 3 units.....				Trigonometry, ½ unit.....			
Latin, 2, 3, or 4 units.....				Physics, 1 unit.....			
French, 2, 3, or 4 units.....				Chemistry, 1 unit.....			
German, 2, 3, or 4 units.....				Botany, ½ or 1 unit.....			
Spanish, 2, 3, or 4 units.....				Zoology, ½ unit.....			
History, 1, 2, or 3 units.....				Geology, ½ unit.....			
Algebra, 1, 1½, or 2 units.....				Physiography, ½ or 1 unit.....			

Three units of science may be offered as a three-unit subject.

In order that a half unit in science may be accepted it must be supplemented by a second half unit in science. For this purpose the only groupings permitted are the following: (a) Botany and zoology; (b) Zoology (or botany) and physiology; (c) Physiography and geology; (d) Physiography and physiology.

Two units of mathematics and one unit of physics may be offered as a three-unit subject, in which case a second unit of science must be presented.

Group II.

Subject.	Hours per week.	No. of weeks.	Grade.	Subject.	Hours per week.	No. of weeks.	Grade.
Agriculture, 1 or 2 units.....				Manual training, 1 or 2 units.....			
Domestic science, 1 or 2 units.....				Commercial branches, 1 or 2 units.....			
Drawing, ½ or 1 unit.....							

The above is not designed to take the place of the required official statement. The preparatory school, however, may make the above statements official by signing the following statement:

I hereby certify to the accuracy of the above statement.

Principal of the..... High School.

APPENDICES.

COLLEGIATE STUDIES.

The information given below refers to the work completed in.....
 College, as outlined in the catalogue for 19..... For preparatory studies
 see preceding page.

Subject.	Page of cat.	No. of course.	Hours per week.	No. of weeks.	Grade.	Subject.	Page of cat.	No. of course.	Hours per week.	No. of weeks.	Grade.	Remarks.
.....
.....
.....
.....
.....

(Name).....

The above is not designed to take the place of the required official statement, which each institution may make in such convenient form as it may prefer. The college, however, may make the above statements official by countersigning this page as follows:

I hereby certify to the correctness of the above statements.

(Position).....

..... College.

(Do not forget the letter of honorable dismissal.)

FORM Bd.

Earlham College.

CHANGE OF REGISTRATION.

To the Registrar:

....., 191.....

..... has permission to

Department.	Course No.	No. of hours.	Indorsement of instructor.
Cancel registration in following:			
Register in following:			

This permission should be deposited AT ONCE with the Registrar.

....., Pres.

FORM B_a.

The Pennsylvania State College.

Founded 1855.

MATRICULATION CARD.

M.....
has been admitted as a student to The Pennsylvania State College and is entitled to all the rights and privileges thereto appertaining.

Date..... Registrar.

This card is to be kept permanently as a certificate of membership in the college.

FORM B_f.

The Pennsylvania State College.

REPORT TO REGISTRAR.

..... Semester, 191 -191
Date of examination....., 191
Subject (catalogue name and number).....
Credit hours per week (see catalogue).....

NUM-BER.	NAME.	GRADE PER CENT.	NUM-BER.	NAME.	GRADE PER CENT.
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Date of report....., 191..... Signature.....

PLEASE OBSERVE CAREFULLY THE FOLLOWING DIRECTIONS.

Two reports must be made of every examination, the results of which are to go on record. The report to the registrar (184 Main Building) should contain the names of all the students enrolled in the class, arranged alphabetically with initials affixed. The class should then be divided according to the school or freshman division in which each student is enrolled, and a report of each group, with names arranged alphabetically and initials affixed, sent to its proper dean or freshman adviser.
Give each subject its catalogue name and number (e.g., math. 5). Use a separate sheet for each subject. Note the time and reason for any withdrawals from the class. If a student's dean or adviser has authorized the deferring of a grade in a given subject, note the fact and state the reason.
If a student fails in the examination, but has a combined term and examination grade of 80 or more, indicate this fact by giving him a grade of "D."

APPENDICES.

FORM Bg.

The Pennsylvania State College.

IMPORTANT.

To M.

You are hereby notified that at the end of weeks you are reported as being below the required standing in

.....
....., 191.....

Dean. Adviser.

FORM Bh.

Massachusetts Institute of Technology.

ROLL REPORT.*

Subject: Year: Section:
BOSTON, 191.....

The following students whose names are not on the Registrar's list ATTEND

The following students whose names are on the Registrar's list do NOT attend

.....
.....
.....
.....

Signature.....

* This should be used for reporting inaccuracies, not irregularity in attendance. It should be returned whether rolls are correct or not.

FORM Bi.

The University of Wooster,¹ Wooster, Ohio.

REPORT OF ABSENCE OR DELINQUENCY.

THE REGISTRAR.

The University of Wooster.

(Use a separate card for each name.)

Subject Course.....

(1) M..... was this day absent, making a total of absences.

(2) M..... was this day tardy or egressed, making a total of times not excused.

(3) M..... is neglecting h..... work and is {falling below previous standing / in danger of failing / certain to fail} in this course.

(4) I have conferred with the student. A conference with the dean is suggested.

Date..... Instructor.....

¹ Now called "The College of Wooster."

FORM B.

The University of Wooster.

Registrar's Office.

Notice is hereby given that has been given permission to drop been excused from withdrawn from the university been dismissed from the university

Please note accordingly on class rolls and return the class card to this office at the close of the semester.

Date.....

Registrar.

FORM B.

State University of Kentucky, Lexington.

Supt.

The following is a statement of the grades for first term's work of the graduates of your school who entered this institution the fall of 191.....

This information is for the use of the superintendent only.

	Botany.	Chemistry.	Domestic science.	Drawing.	Education.	Engineering.	English.	History.	French.	German.	Greek.	Latin.	Mathematics.	Physics.	Gymnasium.
.....															
.....															
.....															
.....															

Grade: A, means excellent; B, good; C, fair; D, unsatisfactory; E, failure; Inc., incomplete. C is the lowest grade given for satisfactory work.

....., Registrar.

APPENDICES.

FORM Bn.

State University of Kentucky.

CLASS LIST.

Please return promptly to the registrar and without folding.

Instructor..... No. weeks.....

Subject taught..... Catalogue No.....

Days on which class recites..... Hour of recitation.....

Place names alphabetically.

Family name. Given name. College. Family name. Given name. College.

1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

FORM Bn.

State University of Kentucky.

Department of..... Instructor.....

Record of class..... Catalogue No.....

.... term of session 19...-19... No. recitations per wk... No. wks. in term.....

Credits units..... Text used..... Hour of recitation.....

Supplemental report should be made when "conditions" have been removed on cards furnished by the registrar. The cause of each student's failure or poor work should be indicated at the close of term under "Remarks."

(Place names alphabetically.)

	Family name.	Given name.				Term av.	Exam.	Report.	Remarks.
1									
2									
3									
4									
5									

FORM B_a.
Allegheny College.

Report of Class Standing of
for the term ending

Studies.	Grade.

Registrar.

Daily standing is marked on the scale of 50.
Examinations are marked on the scale of 50.
The average of the daily standing and the examination is the term mark, or final grade.
The passing mark is 30.
All reports of students' work are made on the following scale:
A, indicating a grade of from 45 to 50; B, 40 to 44; C, 35 to 39; D, 30 to 34; E, 27 to 29—a "condition"; F, below 27, a failure.

FORM B_b.
Allegheny College.
Registrar's Office.

M.....
I regret to inform you that you have failed to secure a passing grade in

Subject.	Grade.

Please consult with the instructor concerning the matter.

Registrar.

All reports of students' work are made on the following scale:
A, indicating grade of from 45 to 50; B, 40 to 44; C, 35 to 39; D, 30 to 34; E, 27 to 29—a "condition"; F, below 27, a failure.
A student marked as "failed" in a subject is entitled to a second examination, if he so desire, at a time to be arranged by the instructor. In case of a second failure, or of neglect to apply for a second examination within two weeks of the opening of the next term, the study must be taken over in class.
A student marked as "conditioned" in a subject may have a second examination as explained above, or he may, at the discretion of the instructor, continue the subject, and if he secures an average mark for the two terms of 30 or more, the condition of the first term will be removed.
A student who has been conditioned in a subject must remove such condition before the subject is given again, or repeat the work in class with no credit for his previous work in the subject.

APPENDICES

FORM Bq.

Massachusetts Agricultural College.

Use this blank for second semester only.

To the Registrar: Date, June, 191.....
 Mr. Class.....
 Receives a mark of.....
 Course in..... {Catalog
 No. of Course}.....
 NO. OF CREDITS OF COURSE.....
 Sig. Instructor.....
 wh Mark withheld.
 # Conditioned.

FORM Br.

University of Kansas.

Office of Registrar.

M.....
 Please report at Registrar's office to-day or to-morrow during the regular office hours, 8-12 or 2-5.
 Purpose.....
 Bring this notice with you.
 19..... Registrar.

(FORM Ba.)

DePauw University.

Application Blank for Graduation.

GREENCASTLE, IND., 191..

I,, desire to become a candidate for the degree of..... at the commencement of June, 191..

I have..... hours to my credit and am now taking..... hours.

My major is.....

My required language is.....

My required science is.....

(Signed).....

Age.....
 Intended occupation.....
 Home address.....

APPENDICES.

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(FORM B.)

DePauw University.

APPLICATION FOR PERMISSION TO CARRY EXTRA HOURS.

Name....., 191..

First name. Middle name. Last name.

Greencastle address.....
Number. Street.

How many semesters have you already spent at DePauw?.....

For what courses have you just registered?
Department. Course. Hours.

What extra work do you desire?.....
Department. Course. Hours.

What work will you have in addition to the above courses? (Specify work in music,
or art, participation in college activities, work done for self-support, etc.).....

What are your reasons for desiring extra work?.....