



ArchivesSpace

Registrar's records, 1850-1984

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Westbrook College History Collection

Abplanalp Library
University of New England
716 Stevens Avenue
Portland, Maine 04103
rgray@une.edu
URL: <http://www.une.edu/wchc>

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Summary Information

Repository:	Westbrook College History Collection
Creator:	Westbrook College
Title:	Registrar's records
ID:	350
Date [inclusive]:	1850-1984
Physical Description:	4 linear feet
Language of the Material:	English

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Biographical/Historical Note

Although Westbrook College has always been located in the same geographic place, the neighborhood where it is located has been part of three different municipalities over the years: Westbrook (1831-1870), Deering (1871-1898), and Portland (1899-). The college itself has had five name changes - Westbrook Seminary, Westbrook Junior College, Westbrook College, the Westbrook College Campus of the University of New England, and the Portland Campus of the University of New England.

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Administrative Information

Publication Statement

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Access

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Controlled Access Headings

- Westbrook College

Collection Inventory

Registers, 1850-1925

Physical Description: 5 Volumes

Scope and Contents

The registers series consists of 3 sets of volumes. Volumes 001-006 contain a variety of information collected by the Registrar's office including students name, age, residence, parent or gaurdian, date entered, date left, tuition, courses, and grades. Volumes 007-008 and volumes 009-012 include students' signatures and addresses.

Title/Description	Instances	
Register, 1850-1852, 1874	volume 1	
Register, 1853-1872	volume 2	
Register, 1878-1905	Volume 3	
Register, 1905-1914	volume 4	
Register, 1914-1925	volume 5	
Register, undated	Volume 6	
Register, 1878-1884	Box 2	Volume 7
Register, 1889-1897	Box 2	volume 8

Register, 1878-1884	Box 2	volume 9
Register, 1884-1888	Box 3	Volume 10
Register, 1890-1892	Box 3	volume 11
Register, 1890-1892	Box 3	volume 12

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Report Cards, 1874-1879

Volume 13

Physical Description: 1 Volumes

Record Cards, 1966-1981 (1968-1980)

Box 1

Physical Description: 1 linear feet 1 records carton

Scope and Contents

The Record Cards series is made up of 4" x 6" cards grouped by graduating class. Each card includes the student's name; parents' names, businesses and business addresses; year of high school graduation; and a photo.

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Newspaper Clippings, 1967-1984

Box 3

Scope and Contents

Clippings collected by and sent to the registrar's office including obituaries, marriage announcements, and birth announcements of former students.

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Forms and Questionnaires, undated

Box 3

Physical Description: 3 folders

Scope and Contents

The Forms and Questionnaires series is made up of Questionnaires for Non-Returning Students including questions regarding reasons for leaving, experience at the College and suggestions; Pinning Ceremony Forms which include name, address, and plans following graduation; and Data Sheets for Non-Returning Students which includes name, address, High

School and Westbrook Junior College grades and comments from academic advisors and house mothers.

Title/Description	Instances	
Questionnaire for Non-Returning Students, undated <u>Physical Description:</u> 1 folder	Box 3	Folder 1
Pinning Ceremony Form, undated <u>Physical Description:</u> 1 folder	Box 3	Folder 2
Data Sheets for Non-Returning Students, undated <u>Physical Description:</u> 1 folder	Box 3	Folder 3

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Student Accounts, 1874-1877

Box 3

Volume 14

Physical Description: 1 volume

Scope and Contents

The Student Accounts series consists of one volume dated 1874-1877 and includes the students name, amount deposited, and in earlier years costs for tuition and various classes.

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Student Files, 1933-1985

Scope and Contents

Contains files for students including primarily photographs and applications with associated materials such as high school transcripts. Also included are correspondences and newspaper clippings relating to marriages and the birth of children. The student transcripts have been removed and are held by the Registrar's Office.

Processing Information:

Processing Information

Unprocessed student files from registrar's office. Include photos and application materials.

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