

University of King's College Archives
Halifax, Nova Scotia

University of King's College Registrar's Office fonds

UKC.REG

Finding aid and series lists



by
Janet Hathaway, Assistant Librarian (Archives & Special Collections)
Karolina Siadaczka '10, Archives Assistant

August 17, 2010

Arrangement and description of the University of King's College Registrar's Office records and preparation of this finding aid were partially funded by the Government of Canada through a Young Canada Works contribution through *Library and Archives Canada*, administered by the Canadian Council of Archives. The project took place from April-August, 2010.

University of King's College Archives
Halifax, Nova Scotia

**University of King's College
Registrar's Office fonds**

UKC.REG

Finding aid and series lists

by
Janet Hathaway, Assistant Librarian (Archives & Special Collections)
Karolina Siadaczka '10, Archives Assistant

August 17, 2010

Arrangement and description of the University of King's College Registrar's Office records and preparation of this finding aid were partially funded by the Government of Canada through a Young Canada Works contribution through *Library and Archives Canada*, administered by the Canadian Council of Archives. The project took place from April-August, 2010.

Contents

I.	University of King's College Registrar's Office fonds description	1
II.	Administrative history of the University of King's College Registrar's Office	1
1.	A brief history of the University of King's College	1
2.	History of the position of Registrar at the University of King's College	1
3.	Registrar's mandate, responsibilities and activities	2
4.	Administrative relationships	7
5.	Administrative structure	8
6.	Registrars of the University of King's College	8
7.	Other significant information	9
III.	Scope and content of the University of King's College Registrar's Office fonds	12
1.	Functions and activities to which the records pertain	12
2.	Date span	12
3.	Subject matter	12
4.	Geographic area	13
5.	Documentary forms	13
6.	Arrangement	13
IV.	Notes	15
1.	Source of supplied title proper	15
2.	Physical condition	15
3.	Conservation	15
4.	Immediate source of acquisition	15
5.	Language	15
6.	Availability of other formats	15
7.	Restrictions on access	15
8.	Copyright	15
9.	Reproduction and publication	15
10.	Finding aids	15
11.	Associated material	16
12.	Accruals	16
13.	Related material	16
V.	Access points	16
VI.	Series descriptions and file lists	17
Series 1	Registrar's annual report to the President. – 1971-2009.	17
Series 2	Operational records. – c. 1850-2010.	19
Series 3	Publications and promotional materials. – 1970-2009.	22
Series 4	Correspondence. – 1918-1990.	27
Series 5	Student directories. – 1960-1992.	29
Series 6	Matriculas and student registers. – 1803-2009.	31
Series 7	Student records. – 1886-2009.	36

The coat of arms on the cover is from a 1992 Bachelor of Journalism diploma.

Special thanks are due to Danielle Pacey '10 and Greg Slack '10,

whose assistance was a great help in finishing the project.

I. University of King's College Registrar's Office fonds description

University of King's College Registrar's Office fonds.
1803-2010.

55 linear m of textual records, which includes approximately 4,000 photographs (head shots on student cards 1962-1981 and in student directories 1978-1987)

Notes: Title based on provenance.
Further accruals are expected.

II. Administrative history of the University of King's College Registrar's Office

1. A brief history of the University of King's College

The University of King's College was founded in Windsor, Nova Scotia, in 1789. The College's main building was completed in 1791. The College and a school, the Academy, continued under joint administration until a fire destroyed the College's main building on 5 Feb 1920. Because of financial difficulties following the fire, King's, with the aid of the Carnegie Corporation, entered into an association with Dalhousie University in Halifax in 1923. King's commenced building a new campus adjacent to Dalhousie in 1928 and opened its new buildings in 1930. King's merged its Faculty of Arts and Science with Dalhousie's, but retained its degree-granting powers in Divinity until 1974, when the Atlantic School of Theology in Halifax was incorporated by the Nova Scotia Legislature.

In the past, King's offered instruction in a variety of fields, including arts and science, divinity, medicine, law and engineering. King's now offers undergraduate liberal arts and science programs in interdisciplinary humanities, including four-year degrees given jointly with Dalhousie in Early Modern Studies, Contemporary Studies, and the History of Science and Technology. It also offers two Journalism degrees: a four-year undergraduate honours degree and a one-year post-baccalaureate option; a master's degree in Journalism is in the planning stages. King's has established itself as one of Canada's leading small institutions of higher learning, with a current student population of about 1,100.

2. History of the position of Registrar at the University of King's College

The position of Registrar was established by *The Statutes, Rules and Ordinances of the University of King's College at Windsor in the Province of Nova Scotia*, 1803:

Book IV. Of the University. Title 4. Of the Registrar.

S.1. The Registrar shall be appointed by the Governors during pleasure.

S. 2. It shall be the office of the Registrar, to keep the *Matricula*, or Register, in which the names of all persons who shall be admitted Members of the University shall be enrolled; to attend the Convocation as Secretary, and to keep Registers, in which all Degrees conferred, and other proceedings of the Convocation, shall be entered.

S. 3. It shall be his office, jointly with the President and Bursar, to keep Charters, records, and other muniments belonging to the University.

The *Statutes* of 1803 gave the President the responsibility for enrolling students:

It shall be the office of the President, to enter Students of the College; to take care that the Statutes be faithfully executed, as well by the Professors, Tutors, and other Officers of the College, as by the Students, in their respective stations; to enforce discipline, by inflicting just punishments upon offenders, and where these shall be found insufficient, by giving information to the Visitor, or Governors, of all offences, and of every neglect of duty; to be the parent, and guardian, of all young men intrusted to his protection, by directing their studies, and by furthering and promoting, by every means in his power, their progress in religion and learning; to order and preside over all College Exercises, to have an active inspection over all the affairs of the College; and, therefore, with the Bursar, to attend to the oeconomy of the House, and, with the Librarian, to the care of the Library, and to regulate the Inferior Officers and Servants.¹

The other officers of the University were the "Vice-President, or Dean, Bursar, and Proctors."²

3. Registrar's mandate, responsibilities and activities

The 1803 *Statutes* provided that "the Registrar of the University shall keep a *Matricula* or Register, in which the names of all persons who shall be admitted members of the University shall be enrolled; with their age, places of birth, and education, and the names, rank, trade, or profession, and place of residence of their parents.

The 1803 *Statutes* further stated that matriculation shall be the office of the President; no person shall be Matriculated who shall not have completed his 16th year; no person shall be Matriculated who shall not be completely skilled in the Greek and Latin Languages, and who shall not be able to construe the books usually read by boys in the higher classes in the Public Schools in Great-Britain. Every person who shall apply for admission shall be examined by the President, and one of the Professors. They also required that before a student was matriculated, he must subscribe to the Thirty-nine Articles of the Church of England and take oaths of allegiance and supremacy and for observance of the *Statutes*.³

The Statutes, Rules and Ordinances of the University of King's College at Windsor in the Province of Nova Scotia, 1807 specified what information was to be recorded in the *Matricula*:

S.1. The Registrar of the University shall keep a *Matricula* or Register, in which the names of all persons who shall be admitted members of the University shall be enrolled; with their age, places of birth, and education, and the names, rank, trade, or profession, and place of residence of their parents.⁴

¹ Title 6. Of the President. S.9.

² Title 8. Of the other Officers of the College. S.1.

³ Book III. Of the College. Of Discipline. Title 2. Of Matriculation. S.1.

⁴ Book III. Of the College. Of Discipline. Title 2. Of Matriculation.

S.2. Matriculation shall be the office of the President.

S.3. No person shall be Matriculated who shall not have completed his fourteenth year.

S.4. No person shall be Matriculated who shall not be completely skilled in the Greek and Latin Languages, and who shall not be able to construe the books usually read by boys in the higher classes in the Public Schools in Great-Britain. Every person who shall apply for admission shall be examined by the President, and one of the Professors.

S.5. Every person, before he shall be Matriculated, shall take the oaths of allegiance and supremacy, and the oath to observe the Statutes, in the presence of the President.

The 1807 *Statutes* changed the timing of the subscription to the Thirty-Nine Articles from when a student entered the University to a requirement of receiving a degree:

Title 6. Of Degrees

1. It shall be required of every person before a degree shall be conferred upon him: 1st, That his name shall be upon the matricula of the University; 2dly, That he shall be a member of the College; 3dly, That he shall be of the standing required by the Statutes; 4thly, That he shall have kept the residence required by the Statutes; 5thly, That he shall have attended the lectures, and performed the College exercises, appointed by the Statutes; 6thly, That he shall be a man of good principles and morals; 7thly, That he shall have performed the proper exercises for his degree; 8thly, That he shall have undergone an examination, and shall have received a Testimonium from his examiners, in all cases in which the Statutes have directed the candidate to be examined; and 9thly, That he shall have taken the oaths, required at the time of his matriculation and also that he shall subscribe to the thirty nine Articles of the Church of England and to the three articles of the thirty sixth canon.

The 1854 *Statutes, Rules and Ordinances of the University of King's College, Windsor, N.S.* prepared by the Governors under the act of 1853, described the Matricula but did not mention the Registrar:

A Matricula, or Register, shall be kept, in which the names of all persons who shall be admitted members of the University shall be enrolled, with their age and other particulars, by or in the presence of the President or his deputy.⁵

The next revision of the *Statutes*, in 1854, required that the President be a clergyman of the Church of England and that he subscribe to the Thirty-Nine Articles before taking office.⁶ However, there was no longer any requirement for students to subscribe.

⁵ Cap. II Of the University, s.1.

⁶ Cap. V. The College. S.2. The requirement for the President to subscribe to the Thirty-Nine articles continued until the 1930 revision of the *Statutes*, which required the President to be "a communicant of the Church of England" (Cap. IV, s.2).

The Statutes, Rules and Ordinances of the University, King's College, Windsor, Nova Scotia. Revised by the Governors in 1875 reiterated the 1854 Statutes.

The Statutes, Rules and Ordinances of the University of King's College, at Windsor, Nova Scotia. Revised by the Governors in 1891, listed the Registrar as an officer of the University:

Cap. II. Of the University

1. The officers of the University shall be the Chancellor, Vice-Chancellor, Public Orator, Proctor and Registrar. . . .
6. The Registrar shall be elected annually by Convocation from among the resident members of the same. All the books and documents of Convocation shall be in his keeping. He shall keep a list of members of the University, attend Convocation as Secretary, and keep registers, in which all degrees conferred and other proceedings of Convocation shall be entered. . . .
8. A Matricula, or Register, shall be kept, in which the names of all persons who shall be admitted members of the University shall be enrolled, with their age and other particulars, by or in the presence of the President or his deputy.

Cap. IV. Convocation and Degrees

1. All Masters of Arts, Engineering and Science, and members of the University of higher degrees, shall be members of the House of Convocation . . .
2. . . . Convocation shall meet in Convocation Hall on the day before Encaenia for the election of officers, etc., and on Encaenia day for the conferring of degrees.
4. Every candidate for a degree in regular course shall apply to the House of Convocation, by a petition to be presented by a member of the House, setting forth that he has complied with all the requisite conditions . . . The degree shall then be proposed to the house, and shall be granted if not less than two-thirds of the members present vote for it.

The 1908 revision of the *Statutes, Rules and Ordinances of the University of King's College, at Windsor, Nova Scotia*, reiterated the sections of 1891, but an annotation written in the Archives' copy states: "The House of Convocation recommends the adoption of the following changes in the Statutes: Ch. II. 1. For 'Registrar,' read 'Clerk of Convocation.'"

This change was effected in the *Statutes, Rules and Ordinances of the University of King's College, at Windsor, Nova Scotia. Revised by the Governors, 1913*: Cap. II. Of the University, s.1: "The officers of the University shall be the Chancellor, Vice-Chancellor, Public Orator, Proctor and Clerk of Convocation."

The 1930 revision of the *Statutes, Royal Charter and Other Ordinances of the University of King's College at Halifax, Nova Scotia – the first since the University was established in Halifax* – did not mention the Matricula. The last entry in the original Matricula was made in 1906.

In 1954, the Board of Governors moved that “a small committee be appointed to review the whole internal administration of the College, and to define the respective duties of the Treasurer, the Bursar, the Registrar, the Dean of Residence, the Dean of Divinity, the Public Relations Officer, and other officers of administration, and to confer with the incoming President at their mutual convenience and to report to the Executive at the earliest possible date.”⁷ The Report of the Bishop’s Committee on Personnel, presented to the Board in Nov 1954, recommended the creation of the position of Vice President and combining the Registrar and Public Relations Officer positions into one role.

The 1962 revision of the *Statutes* included the Registrar in an expanded list of University officers and set out the Registrar’s duties:

Part V – Officers and Their Duties

S.18(2) The following officers shall be appointed by the Board [of Governors] on such terms as may be agreed upon:

- (a) the Registrar
- (b) the Bursar
- (c) the Public Relations officer
- (d) the Dean of Residence
- (e) the Dean of Women
- (f) the Librarian
- (g) such other officers as the Board deems necessary.

S.24 The Registrar shall:

- (a) enroll all students applying for academic courses or lectures, and shall advise them in respect of the curriculum to be followed, degrees and distinctions, scholarships, grants and bursaries open to them;
- (b) keep a permanent register of all matters pertaining to their academic records.

The 1999 *By-Laws, Rules and Regulations of the University of King’s College made by the Board of Governors* expanded the Registrar’s duties to include recruitment and admissions:

S.28 The Registrar shall:

- (1) oversee recruitment and admissions
- (2) enroll all students applying for academic courses or lectures, and shall advise them in respect of the curriculum to be followed, degrees and distinctions, scholarships, grants and bursaries open to them; and
- (3) keep a permanent register of all matters pertaining to their academic records.

These duties were reiterated in the current *By-Laws, Rules and Regulations of the University of King’s College made by the Board of Governors; amended by the Board of Governors March 25, 1998, May 27, 1999, and November 25, 1999*, and published in January 2004 as the “Blue Book.”

In recent decades, the Registrar’s role has grown from a part time position held by a professor who also had teaching responsibilities, to a full time Registrar whose office has several staff members

⁷ Board of Governors Minute Book 14, p.106-107, July 13, 1954.

and operates on a business model designed to maintain and even increase revenue to the University. The Office takes care of students' day-to-day requests and assists them throughout their undergraduate years.

In addition to recruitment, admissions, registration, academic advising and Encaenia, the Registrar's activities include retention of students; presiding at Matriculation; distributing scholarships and bursaries; calculating grade point averages; determining eligibility for graduation and Encaenia award winners; and issuing transcripts. The Registrar's Office responds to requests for information and assistance from students who present a wide range of questions, problems or concerns; staff are in regular contact with other student service units at King's and Dalhousie to provide individual support, referral and case management.

The Registrar's Office is a student's primary resource for scholarships, bursaries and financial aid. Staff provide individual financial advising and budgeting assistance, offer information about bursaries and temporary loan programs, and assist in resolving problems with student loans.

The activities listed in the most recent annual report to the President available (2008-2009) demonstrate the extent of the Registrar's responsibilities, in addition to admissions and enrolment:

- reported and analyzed enrolment trend data to provide basis for enrolment planning;
- established custodianship protocol to enable access for young international students who wish to study at King's;
- developed new publications and provided significant contribution to the new King's website that was launched in 2009;
- collaborated with the School of Journalism to establish a North American Mobility Agreement Exchange opportunity, providing a basis for King's to continue to build internationalization through academic links and partnerships
- collaborated with external partners to apply for and receive funding from D250 and EduNova to provide a student conference on the theme of Democracy and Leadership, thus facilitating contact between King's and prospective international and Nova Scotia students
- expanded academic activities to promote student retention at King's
- participated in the National Survey of Student Engagement, providing data to inform enrolment management efforts and recruitment; King's was recognized as having the highest first year satisfaction ratings of any university in Canada;
- applied for and received funding for an accessibility audit for the King's campus;
- carried out local International Baccalaureate student recruitment initiatives, including Extended Essay Workshops for grade 11 students in the province;
- provided a team of honours students to facilitate group discussions and share philosophical interests with IB Theory of Knowledge classes in metro area schools;
- led an EduNova-funded initiative to target market IB students internationally through mail-outs and through participation in the EduNova IB Scholarship programme;
- created profiles of King's students for the website in order to demonstrate programme pathways and options available through King's and Dalhousie;
- hosted approximately 250 prospective students and parents at Open Houses
- hosted 231 families (over 500 people) through campus tours;
- made 320 high school visits in Canada and the US;
- attended counselor breakfasts in Ontario and the US;
- attended 30 Canadian National University Fairs, NEACAC/NACAC and Canadian Embassy Fairs in the U.S.;

- attended school counselor information sessions in Western Canada;
- attended Atlantic Association of Registrars and Admissions Officers fair in Bermuda;
- direct mail to U.S. and international IB schools (EduNova) and mail outs to key domestic contacts, including high schools, subject area teachers, diversity contacts, B.J. mailing list;
- EduNova-funded online marketing;
- extensive campus-based follow up and in-person follow up in key markets.

The Registrar is also involved in expanding the University's outreach to prospective students in western Canada and New England and raising the level of awareness of King's in the key market areas of Nova Scotia and Ontario; working to support the University's goal of increasing the diversity of its student population by developing memoranda of understanding with the Ivey School of Business at the University of Western Ontario and the State University of St. Petersburg in Russia to implement study and exchange programs for students.

The Registrar's Office maintains statistics on student enrolment trends and completes surveys, such as the annual Post Secondary Information Submission (PSIS), and provides King's information for external publications and online databases. The Memorandum of Understanding renegotiated with the Nova Scotia government in 2007 changed funding to an enrolment-based model, which required significant effort to ensure that student enrolment figures were interpreted and assigned accurately in the new formula.

The Registrar's website states: "Aiming to support and encourage the development of excellence and independence, the Registrar's Office has created an environment that is free of administrative and systemic barriers, enabling students and faculty to pursue their goals."⁸

4. Administrative relationships

The Registrar is appointed by the President, with the Board of Governors' approval. The Registrar reports to the President.

The Registrar is or has been a member of several University committees: Faculty (non-voting)⁹; Enrolment Management Committee; FYP Admission Committee; Journalism Studies Committee; Planning and Priorities Committee; Scholarship and Bursary Committee; Sexual Harassment Committee; Student Life Committee; Academic Administrative Council; Accessibility Committee for Individuals with Disabilities; King's Web Board; and the King's Budget Advisory Committee; Residence Review Committee; Board of Appeals and Discipline Committee

The Registrar also belongs to external organizations, which have included the Canadian Merit Scholarship Foundation's Regional Selection Committee; EduNova's Board of Directors, Executive Committee and Recruitment Sub-Committee; the Nova Scotia Department of Education External Credentialing Advisory Board; the Atlantic Association of Registrars and Admissions Officers and the Regional Recruitment and Admission Managers Committee.

⁸ <http://www.ukings.ns.ca/registrars-office>, accessed August 8, 2010.

⁹ Regulations governing faculty - administration relationships, s.(II)(1) . . . Non-voting members include the Bursar, the Registrar, the Dean(s) of Residence, Director of Development, Alumni and Public Relations, and the Chaplain and such other officers as the Faculty may from time to time determine.

5. Administrative structure

In 2008-2009, the Registrar's Office had a staff of six full time employees: the Registrar, Awards and Academic Services Coordinator, Information Officer, Admissions and Recruitment Coordinator, an admissions and recruitment assistant, and an Office Assistant; and three part time employees: a contract recruiter and two student workers.

Positions in the Office over the years have included Acting Registrar, Associate Registrar, Assistant Registrar, Deputy Registrar, Records Officer, and Secretary to the Registrar.

6. Registrars of the University of King's College

During the first decades of the University, it was the President's duty to enroll students. The Registrar's role initially was as recorder and records custodian, who entered students' grades and information relating to their academic performance into bound registers by hand. A system of student record cards was implemented in the 1880s, and an automated registration and student record system began around 1990.

Registrars

1789-1881	<i>No information available</i>
1891-1898	Prof. William R. Butler
1898-1903	Prof. Alban Bertram DeMille
1903-1904	<i>No information available</i>
1904-1915	Prof. F. W. Vroom
1915-1936	Rev. Dr. T. H. Hunt
1936-1949	<i>No information available</i>
1949-1955	Rev. H. E. Dysart
1955-1956	<i>No information available</i>
1956-1963	Mrs. P. J. Power
1963-1964	Rev. Lloyd R. Gesner
1964-1967	Rev. J. R. McMahon
1967-1971	Mrs. G. S. (Alma) Clark (Acting Registrar)
1971-1978	Mrs. G. S. (Alma) Clark
1978-1984	Dr. Henry Roper
1984-Dec 1985	Rev. David Curry (Deputy Registrar while Dr. Roper on sabbatical)
1985-1987	Dr. Henry Roper (<i>Acting</i>)
1987-1990	Dr. Patricia M. Howison
1990-1992	Dr. Patricia Robertson (Dr. Howison's married name)
1992-1993	Ms. Catriona Talbot (Acting)

1993-1998 Dr. Patricia Robertson
 1 March-30 Jun 1999 Dr. Stephen Boos (Acting)
 1 July 1999-present Ms. Elizabeth Yeo

7. Other significant information

Dates

- 1812 The first tuition increase occurred when the Governors raised fees from £1 to £4 per year.
- 1828 The controversial requirement that students subscribe the 39 Articles of Religion in order to fully matriculate was abolished, permitting more students to enter the College.¹⁰ The subscribers' names are found on pages in the middle of the 1803 *Matricula* under the text, "We, whose names are underwritten, do hereby declare our unfeigned assent to the Thirty-Nine Articles of Religion, agreed upon by the Archbishops and Bishops of both Provinces, and the whole Clergy, in the Convocation holden at London in the Year of our Lord God 1562: and also to the Three Articles contained in the Thirty-Sixth Canon of the Book of Constitutions and Canons ecclesiastical in the Synod of London begun in the Year of our Lord 1603." The first person to sign was Hibbert Binney, B.S., on 31 May 1814; there were 26 other signatures, the last on 20 June 1846.
- 1854 The Board of Governors appointed a committee to design degree certificates. In November, the Board of Discipline was created as a punitive body for delinquent students.
- 1861 Degree certificates were on the Board of Governors' agenda in May.
- 1867 The Board of Discipline's powers were suspended and the Governors dealt with discipline directly.
- 1870s In the 19th century, two classes of students were admissible to the College¹¹:
1. Matriculated Students: who must pass the Matriculation Examination in one of the Universities constituted by Royal Charter, or of which the members shall be admitted to this privilege by the Governors of King's College.
 2. Elective Students: who desire to attend during an Academical Year or Term, one, two or more courses of Lectures.

¹⁰ "Brian Cuthbertson's excellent survey in his biography of Charles Inglis establishes conclusively that Bishop Inglis actively opposed the statutes prepared by the Board of Governors after the granting of the charter restricting admission to King's, like Oxford, to those willing to subscribe to the Thirty-nine Articles of the Church of England. Despite Inglis's success in having the Archbishop of Canterbury remove this provision in favour of the Cambridge procedure of requiring subscription only upon graduation, the uncorrected statutes had already been printed and were not issued in a corrected edition until 1821. . . . The restrictions applying to non-Anglicans were not completely abolished until 1828." From pp. 86-87 of "Haliburton and King's College" by Henry Roper, in *The Haliburton bi-centenary chaplet: papers presented at the 1996 Thomas Raddall Symposium*, Richard A. Davies, ed. Wolfville, NS. Gaspereau Press, 1997.

¹¹ *Calendar*, 1872-1873, p.9; 1907-08, p.12.

2000 Applications for enrollment went online through the Banner Student Information System, which replaced stand-alone systems for student information and financial processes, allowing students to register online, select classes and pay tuition fees by credit card.

Budget

The Registrar's Office and recruitment budget for recent years has been:

(fiscal year ending)	March 31, 2010	\$486,104 ¹²
	March 31, 2009	\$525,947 ¹³
	March 31, 2008	\$482,959 ¹⁴
	March 31, 2007	\$502,099 ¹⁵

Office location

Since the late 1980s, the Registrar's Office has been located in a suite immediately to the left inside the front doors of the University's administration building. Before then, it was located where the Haliburton Room now is (to the right, beyond the receptionist's office); the President's office was next door. The space included a waiting room and the Registrar's own small office.

Annual cycle

Important dates during the Registrar's year for 2009-2010 included:

January	Application deadline for the one-year B.J. programme; application date extended to June 1 in 2010
March 1	Early admission deadline for Foundation Year Programme Arts, Science and Music Application deadline for Bachelor of Journalism (Honours) programme Deadline for entrance scholarship consideration
April	Deadline for international applications for Arts & Science programs (except U.S.)
April 15	Entrance scholarship offers made
May	Final grades and grade point averages calculated Encaenia award winners determined Convocation
May 20	Encaenia
May 15	Deadline for deposit to confirm admission Deadline to accept entrance scholarship offer
June 1	Application deadline for B.A., B.Sc. and B.Music programs
July	Deadline to apply to graduate in October (Dalhousie Convocation)
August	Deadline for receipt of applications to B.A. and B.Sc. (internal transfers and re-admissions)
September	New students arrive on campus Matriculation at the end of Frosh Week

¹² <http://www.ukings.ns.ca/files/u16/2010%20Audited%20Statements.pdf>

¹³ http://www.ukings.ns.ca/files/u16/Audited_Financial_Statements-Mar_31_09_Sig.pdf

¹⁴ http://www.ukings.ns.ca/files/u16/Audited_Financial_Statements-Mar_31_08_Sig.pdf

¹⁵ Ibid.

	Deadline to register for a full-year class
	Deadline to apply for honours programs
	Deadline to change from Dalhousie to King's or vice versa
	Deadline for late registration for a full-year course
	Deadline to cancel registration
	Deadline to add classes
October	Fall Convocation (Dalhousie)
October 15	Early fall admissions application begins - to Dec 15
November	Deadline to drop a full-year course without a withdrawal note on transcript
	Deadline to change from audit to credit and vice versa
	Deadline to apply for admission to winter term
December	Deadline to apply to graduate in May
December 31	Deadline for early admission to B.A. and B.Sc. the following fall

Corporate seal

The University's corporate seal of 1867, commissioned by President George McCawley, is still in use in the Registrar's Office. It is applied to transcripts and embosses the red paper seal affixed to School of Journalism diplomas.

Sources of information about students

The degree or title each student earned, and the year in which these distinctions were conferred may be determined from the student's record; the minute book of Convocation; programs prepared for convocations and Encaenia; Dalhousie University *Calendars*; and *Crockford's Clerical Directory*.

Information about students may be also be found in the following documents and publications:

Student directories (King's, Dalhousie Student Union)	1955-1960
<i>Calendars</i>	1855-present
<i>The Record</i> (student yearbook)	1879-present
Encaenia programs	1879-present
Dalhousie University calendars	1950s-1970s (lists of students and graduating class)
Alumni Association fonds	1845-2008

Information on Divinity students is also available in the Central Filing System fonds in this repository,¹⁶ Crockford's directory of Anglican clergy, and in the Nova Scotia-Prince Edward Island Diocesan Archives in Halifax.

Abbreviations

E.S.	An elective student, one of "those who desire to attend during an Academical year or term, one, two or more courses of Lectures," according to the 1872-1873 <i>Calendar</i> .
Ad eund.	Ad eundem statum: Undergraduates who have taken a partial course at another University recognized by the Board of Governors may, upon presenting certificates of standing, be admitted ad eundem statum ["with equivalent status"] and complete their course at King's College, provided the certificates show at least as much work done as called for by equivalent examination at this University.

¹⁶ UKC.E, under Divinity, Fredericton Diocese and Nova Scotia Diocese

III. Scope and content of the University of King's College Registrar's Office fonds

1. Functions and activities to which the records pertain

The records in the fonds were created, received or used by the Registrar's Office staff in the course of their work. The Registrar stored inactive records in the basement of the main building until the Library opened in 1991, when the records were transferred to the newly-opened Archives.

The primary activities of the Registrar's Office are to oversee admission of new students to the University, provide counseling to students on their academic programme requirements, and manage, administer and control of the academic records of students who have attended the University. The Registrar also recruits new students and works to retain those enrolled. The Registrar maintains statistics about the student population.

The Registrar presides at the annual matriculation ceremony, when new students inscribe their names in the *Matricula*.

The records cover student recruitment, admissions, registration, academic advising and Encaenia, taking care of students' day-to-day requests and assisting them throughout their undergraduate degree. The Registrar's Office is the primary resource for scholarships, bursaries and financial aid. Its web page says, "Aiming to support and encourage the development of excellence and independence, the Registrar's Office has created an environment that is free of administrative and systemic barriers, enabling students and faculty to pursue their goals."¹⁷

King's is the oldest institution of its kind in the overseas Commonwealth, and the University's history reflects the political and religious principles of its Loyalist founders. In the words of its Royal Charter granted in 1802, King's was to be a "College for the education of Youth in the Principles of true religion and for their instruction in the different branches of Science and Literature."

During its early years, King's had close ties to the Anglican Church; the Bishop of Nova Scotia has always been Visitor. For about 40 years, matriculants were obliged to subscribe to the Thirty-Nine Articles of the Church of England and to attend chapel daily. Religious tests for students in fields other than Divinity were abolished in the 1820s. As late as 1992, applications included an optional question about the student's religion.

2. Date span

The records are from 1803-2010, with most of them from the 20th century.

3. Subject matter

The records relate to the University of King's College Registrar's Office functions and predecessor activities by which new students were enrolled at King's and their academic progress tracked.

Information about honorary degree recipients is not included in this fonds, as those degrees are awarded by Convocation (UKC.B).

¹⁷ www.ukings.ca/registrars-office, April 1, 2010.

4. Geographic area

The records relate to the University's activities at its original location in Windsor, Nova Scotia, and at its current location, Halifax, where it was established in the late 1920s after a fire destroyed the main building in Windsor on 5 Feb 1920.

5. Documentary forms

The records in the fonds include the *Matriculas*, early student registers, reports, promotional materials, correspondence, student directories, statistics, and students' academic records.

The permanent register of students mandated by the *Statutes* has had different forms through the decades. The only list of students from before the Royal Charter of 1802 is in John Inglis' *Memoranda respecting King's College, at Windsor, in Nova Scotia: collected and prepared for the purpose of making evident the leading object in suggesting and establishing that institution*, published in 1836.¹⁸

From 1803 to 1906, the names of students who enrolled at King's were entered in the *Matricula*, which was later supplemented by various registers, the last of which was abandoned in 1940, shortly before the Royal Canadian Navy took over occupation of the campus for the duration of World War II.

During the 1920s, basic information was entered on cards: students' names, addresses, years, courses, grades, and awards and degrees. For students living in residence, room numbers were also recorded. This system continued until the 1980s, when computerized records were introduced.

Documents and forms relating to students' academics, finances and residence were filed separately during certain periods; when possible, they have been united with the student cards in the student records series.

The Registrar's Office also publishes the University's academic *Calendar*, which has been catalogued in the Library's Special Collections (call number LE 3 K5). The *Calendar* was first published in 1855 and appeared in hard copy through the 2008-2009 edition. Starting with the 2009-2010 edition, the *Calendar* has been published only in portable document format document, available online.

6. Arrangement

In 1993, John Weeren was hired on a grant project to undertake the first arrangement and description of University of King's College records. He organized 3,654 Registrar's Office files dating from 1803-1992 as record group UKC.C. Weeren established the access point for student records as the year a student entered King's. When that date is not certain, an approximate year is used.

During this 2010 arrangement and description project, some of the records that Weeren had included were removed and placed in other fonds in the Archives. The Assistant Archivist established the following series:

¹⁸ Appendix, pp.22-24, 31.

Series 1	Registrar's annual report to the President. – 1971-2009. 0.25 m.	UKC.REG.1
Series 2	Operational records. – c. 1850-2010. 0.5 m.	UKC.REG.2
Series 3	Publications and promotional materials. – 1970-2009. 0.5 m.	UKC.REG.3
Series 4	Correspondence. – 1918-1990. 0.25 m.	UKC.REG.4
Series 5	Student directories. – 1960-1992. 1.5 m.	UKC.REG.5
Series 6	Matriculas and student registers. – 1803-2009. 2 m.	UKC.REG.6
Series 7	Student records. – 1886-2009. 50 m.	UKC.REG.yyyy

IV. Notes

1. Source of supplied title proper

Title based on provenance.

2. Physical condition

Some of the oldest records are fading and almost illegible. Bindings and pages of some of the registers are fragile. Many documents are photocopies in cases when originals were sent to student.

3. Conservation

A bookbinder is performing repair work on some of the registers in 2010.

4. Immediate source of acquisition

The records were kept in the custody of the Registrar's Office or stored in the main building until they were transferred to the Archives. Since 1992, the Registrar's Office has sent student records to the Archives about five years after graduation.

5. Language

Most of the records are in English, but a few documents are in Latin or contain portions of Latin text.

6. Availability of other formats

Student records dating from c. 1990 onwards have been scanned by Dalhousie University into a database and are available in digital format in the Registrar's Office.

7. Restrictions on access

Access to records containing personal information is restricted in accordance with privacy legislation.

8. Copyright

Copyright belongs to the University of King's College.

9. Reproduction and publication

Permission of the University Archivist is required for reproduction or publication.

10. Finding aids

Two earlier finding aids with series lists are available in the University of King's College Library and Archives: John Weeren's 1993 finding aid for the first arrangement and description of the Registrar's Office records, and Gillian Bond and Janet Hathaway's 1994 finding aid, which lists

student records for 1939-1976.

11. Associated material (other repositories)

The location of student records from the University of King's College Law School in Saint John, New Brunswick, (1892-1923) is unknown.

12. Accruals

Further accruals are expected. All of the Registrar's Office records in the Archives as of June 30, 2010, have been processed.

13. Related material (this repository)

The Archives has the following records:

- Student records in the Foundation Year Programme and School of Journalism fonds
- Encaenia programs
- Scholarship records: although they have a connection to the work of the Registrar's Office, the scholarship records will be processed when the Advancement Office records are arranged and described, as they fall within the jurisdiction of that office.

V. Access points

Subject headings

University of King's College (Halifax, NS) – Registrar.
University of King's College (Windsor, NS) – Registrar.

Preferred citation

Cite as:

[File title], University of King's College Registrar's Office fonds, University of King's College Archives, Halifax, Nova Scotia, Canada, UKC.REG.[series no.].[sub-series no.].[file no.].

Creator

University of King's College Registrar's Office, Windsor and Halifax, Nova Scotia

Repository

University of King's College Archives, Halifax, Nova Scotia, Canada

Identification no.

CaNSHK UKC.REG

VI. Series descriptions and file lists

Series 1 Registrar's annual report to the President
1971-2009.
0.25 linear m of textual records.

Scope and content

Series consists of photocopies of the Registrar's annual report to the President that was published in the President's annual report from 1970-2008. The Registrar's annual report provides student enrollment statistics, summarizes activities of the Registrar and staff, and notes staff changes.

Series is arranged chronologically.

Source of title proper

Title based on content of records.

Related records

The Encaenia program of 1947 contains a President's Report with enrolment statistics; other programs from that era may also contain statistics.

File list

UKC.REG.1	Registrar's annual report to the President. – 1971-2009.
UKC.REG.1.1970	Annual report for the 1970-1971 academic year. – 1971.
UKC.REG.1.1971	Annual report for the 1971-1972 academic year. – 1972.
UKC.REG.1.1972	Annual report for the 1972-1973 academic year. – 1973.
UKC.REG.1.1973	Annual report for the 1973-1974 academic year. – 1974.
UKC.REG.1.1974	Annual report for the 1974-1975 academic year. – 1975.
UKC.REG.1.1975	Annual report for the 1975-1976 academic year. – 1976.
UKC.REG.1.1976	Annual report for the 1976-1977 academic year. – 1977.
UKC.REG.1.1977	Annual report for the 1976-1977 academic year. – 1978.
UKC.REG.1.1978	Annual report for the 1976-1977 academic year. – 1979.
UKC.REG.1.1979	Annual report for the 1976-1977 academic year. – 1980.
UKC.REG.1.1980	Annual report for the 1976-1977 academic year. – 1981.
UKC.REG.1.1981	Annual report for the 1976-1977 academic year. – 1982.
UKC.REG.1.1982	Annual report for the 1976-1977 academic year. – 1983.
UKC.REG.1.1983	Annual report for the 1976-1977 academic year. – 1984.
UKC.REG.1.1984	Annual report for the 1976-1977 academic year. – 1985.

UKC.REG.1**Registrar's annual report to the President. – 1971-2009.**

UKC.REG.1.1985	Annual report for the 1976-1977 academic year. – 1986.
UKC.REG.1.1986	Annual report for the 1976-1977 academic year. – 1987.
UKC.REG.1.1987	Annual report for the 1976-1977 academic year. – 1988.
UKC.REG.1.1988	Annual report for the 1976-1977 academic year. – 1989.
UKC.REG.1.1989	Annual report for the 1976-1977 academic year. – 1990.
UKC.REG.1.1990	Annual report for the 1976-1977 academic year. – 1991.
UKC.REG.1.1991	Annual report for the 1976-1977 academic year. – 1992.
UKC.REG.1.1992	Annual report for the 1976-1977 academic year. – 1993.
UKC.REG.1.1993	Annual report for the 1976-1977 academic year. – 1994.
UKC.REG.1.1994	Annual report for the 1976-1977 academic year. – 1995.
UKC.REG.1.1995	Annual report for the 1976-1977 academic year. – 1996.
UKC.REG.1.1996	Annual report for the 1976-1977 academic year. – 1997.
UKC.REG.1.1997	Annual report for the 1976-1977 academic year. – 1998.
UKC.REG.1.1998	Annual report for the 1976-1977 academic year. – 1999.
UKC.REG.1.1999	Annual report for the 1999-2000 academic year. – 2000.
UKC.REG.1.2000	Annual report for the 2000-2001 academic year. – 2001.
UKC.REG.1.2001	Annual report for the 2001-2002 academic year. – 2002.
UKC.REG.1.2002	Annual report for the 2002-2003 academic year. – 2003.
UKC.REG.1.2003	Annual report for the 2003-2004 academic year. – 2004.
UKC.REG.1.2004	Annual report for the 2004-2005 academic year. – 2005.
UKC.REG.1.2005	Annual report for the 2005-2006 academic year. – 2006.
UKC.REG.1.2006	Annual report for the 2006-2007 academic year. – 2007.
UKC.REG.1.2007	Annual report for the 2007-2008 academic year. – 2008.
UKC.REG.1.2008	Annual report for the 2008-2009 academic year. – 2009.

Series 2 Operational records
c. 1850-2010
0.5 linear m of textual records.

Scope and content

Series consists of records related to the work of the Registrar's Office. The records in the Archives are only a sample of what is done by the Registrar. Several files involve correspondence with the Dalhousie Registrar's Office. The series also includes the accessibility audit (2009) and materials for the 2008 Atlantic Association of Registrars and Admissions Officers' Interchange conference, an annual meeting of guidance counselors that was hosted by King's that year.

Series is arranged chronologically in three subseries: miscellaneous operational records; correspondence with the Dalhousie Registrar's office; and diplomas and certificates. There are many gaps.

Source of title proper

Title based on content of records.

File list

- UKC.REG.2 Operational records. – 1850-2010.**
- UKC.REG.2.1 Miscellaneous operational records. – 1915-2009.**
- UKC.REG.2.1.1 Members of King's College, Windsor, N.S., with dates of matriculation and their several degrees; those marked # entered before the Charter. – c. 1915. 52-page typescript with handwritten annotations. Fragile.
- UKC.REG.2.1.2 Notes found inside Register of grades 1916-1929 (formerly UKC.C.1.5.4).
- UKC.REG.2.1.3 Student names and course marks, 1920. Matriculation, 1921. – 1920-1921.
- UKC.REG.2.1.4 Cancellations 1971-1972 D-F. – 1971.
- UKC.REG.2.1.5 Cancellations 1971-1972 G-H. – 1971.
- UKC.REG.2.1.6 New applications 1972-1973. – 1972.
- UKC.REG.2.1.7 Lists for Foundation Year Programme Director. – c.1974.
- UKC.REG.2.1.8 Rejections 1976-1977. – 1976.
- UKC.REG.2.1.9 Scholarship applications 1976-1977. – 1976.
- UKC.REG.2.1.10 High school visits. – 1979-1984.
- UKC.REG.2.1.11 Statistics. – 1963-2007.
- UKC.REG.2.1.12 Tours and events flyers. – 1997, 2006-2009.
- UKC.REG.2.1.13 Into the next decade: report on enrolment. Appendix I: Enrolment-related data. Prepared for the Enrolment Management and the Planning and Priorities Committees. – 14 Oct 2009.
- UKC.REG.2.1.14 Application forms (blank), registration information, Pan-Canadian Protocol on the Transferability of University Credits. – c. 1970, 1995, 1998.

- UKC.REG.2 Operational records. – 1850-2010.**
- UKC.REG.2.1.14 Student financial aid update 1998. Student loan bursary request for payment form, 1994. – 1994, 1998.
- UKC.REG.2.1.15 News clippings, MacLeans' 2009 Guide to Canadian Universities. – 2009, 2010.
- UKC.REG.2.1.16 Examination results certificate (blank; in Latin). – c. 1850.
- UKC.REG.2.1.17 Prize certificates (blank) with seal printed in red ink in lower left corner, ready to be impressed with University corporate seal. – c. 1915. Approx. 50 copies.
- UKC.REG.2.1.18 Atlantic Association of Registrars and Admissions Officers' Interchange conference materials. – 2008.
Packed in black fabric President's Choice supermarket grocery bag: 2008 Interchange: Diverse Perspectives: A New Generation of Students - Education and Diversity Resources Guide - sponsored by the University of King's College and Aliant (coil-bound); New Brunswick Book of Everything, Nova Scotia Book of Everything, Campus Starter brochure; Things to do in downtown Halifax, list of Halifax restaurants, Dalhousie University 2008 summer workshops for P-12 educators and school guidance counselors; Greater Halifax Visitor Guide 2008; Nova Scotia Doers' and Dreamers' 2008 Guide.
- UKC.REG.2.1.19 Accessibility audits of the New Academic Building; Gymnasium building; Chapel building; Prince Hall cafeteria, classroom and office wings; Library; and arts and administration main building.
Prepared for Student Accessibility Services by Streetlines Architectural Services for Independent Living - Cynthia M. Street, Architect. – February and March, 2009. Photocopied pages in black three-ring binder. Each section contains an executive summary, introduction, inventory of non-compliant items, recommendations, floor plans and photographs.
- UKC.REG.2.2 Dalhousie Registrar's Office correspondence. – 1920-1977.**
- UKC.REG.2.2.1 Dalhousie University examination pass lists - newspaper clippings from the *Halifax Herald* 4 Jan 1920, the *Morning Chronicle*, 8 May 1925 and 4 Jan 1926. – 1920-1926. Some names underlined in red pencil.
- UKC.REG.2.2.2 Dalhousie Christmas examination results of King's College students. – 1923-1925, 1933-1940.
- UKC.REG.2.2.3 King's College registration at Dalhousie - students' names, courses, fees. – 1923-1925 through 1939-1940; Dalhousie University invoices for tuition fees 1931, 1933, 1935, 1939, 1940, 1941.
- UKC.REG.2.2.4 Dalhousie Registrar correspondence. – 1924-1929.
- UKC.REG.2.2.5 Dalhousie matriculation and supplementary examination results of King's College students. – 1933-1939.
- UKC.REG.2.2.6 Dalhousie Registrar and Dr. Wayne Hankey correspondence. – 1974-1975.
- UKC.REG.2.2.7 Class lists 1974-1975. Dalhousie and King's College Faculty of Arts and Science computer printout of student identification numbers, names, degrees, year, status. – 1974.

UKC.REG.2

Operational records. – 1850-2010.

UKC.REG.2.2.8

Dalhousie Registrar's authorization letters authorizing King's Registrar to send an acceptance letter to named students. – 1976.

UKC.REG.2.2.9

Applications sent to Dalhousie. – 1976-1977.

Series 3 Publications and promotional materials
1970-2009.
0.5 linear m of textual records.

Scope and content

Series consists of documents published under the auspices of the Registrar's Office. Most of the records are promotional brochures and booklets used to recruit high school students and retain King's students after Foundation Year. Some of the brochures are simple single-color tri-folded letter-size pages, while others are full-color professionally produced publications. The Registrar's Office sends promotional materials to prospective students and high school counselors, distributes them to high school students who visit the campus or attend information sessions at their high schools, and hands them out at college recruiting fairs.

The Registrar publishes the *University Calendar* (1855 through 2010-2011, which has been catalogued at LE 3 K6 and is shelved in Special Collections. The Calendar was published in hard copy from 1855 through 2008-2009; since then, it has been published digitally in portable document format (PDF) and posted on the University's website.¹⁹

Series is arranged into subseries by subject, then alphabetically by title within each subseries.

Source of title proper

Title based on content of records.

File list

UKC.REG.3	Publications and promotional materials. – 1970-2009.
UKC.REG.3.1	University of King's College (general)
UKC.REG.3.1.1	Choosing to study at King's: Students from Halifax Regional Municipality. 2006-2007. – 2006. Bifold.
UKC.REG.3.1.2	Choosing to study at King's: Students from Halifax Regional Municipality. 2007-2008. – 2007. Bifold.
UKC.REG.3.1.3	Consider the Possibilities. – 1993. 28 pp. [No insert.]
UKC.REG.3.1.4	Consider the Possibilities. [No insert.] – 1998. 28 pp. [No insert.]
UKC.REG.3.1.5	Consider the Possibilities. 1993-1994 insert – 1993. 28 pp. 2 c.
UKC.REG.3.1.6	Consider the Possibilities. 1994-1995 insert – 1993. 28 pp. 4 c.
UKC.REG.3.1.7	Consider the Possibilities. 1996-1997 insert – 1996. 28 pp.
UKC.REG.3.1.8	Consider the Possibilities. 1997-1998 insert – 1997. 28 pp. 3 c.
UKC.REG.3.1.9	Consider the Possibilities. 1997-1998. – 1997. Fivefold. 3 c.
UKC.REG.3.1.10	Discover King's. March 17, 2000. – 2000. Poster.

¹⁹ <http://ukings.ca/files/u22/University%20of%20King%27s%20College%20Calendar%202010-11%20-%20May%2031%2C%202010.pdf>

- UKC.REG.3 Publications and promotional materials. – 1970-2009.**
- UKC.REG.3.1.11 Education for its own sake. 2000-2001. – 2000. 24 pp. 3 c.
- UKC.REG.3.1.12 Education for its own sake. 2001-2002. – 2001. 24 pp. 2 c.
- UKC.REG.3.1.13 Education for its own sake. 2002-2003. – 2002. 24 pp.
- UKC.REG.3.1.14 Education for its own sake. 2002-2003. – 2002. Trifold. 2 c.
- UKC.REG.3.1.15 Education for its own sake. 2003-2004. – 2003. 24 pp.
- UKC.REG.3.1.16 Education for its own sake. 2003-2004. – 2003. Trifold.
- UKC.REG.3.1.17 Education for its own sake. 2004-2005. – 2004. 24 pp.
- UKC.REG.3.1.18 Education for its own sake. 2004-2005. – 2004. Trifold. 2 c.
- UKC.REG.3.1.19 Education for its own sake. 2005-2006. – 2004. Single-sided poster.
- UKC.REG.3.1.20 Education for its own sake. 2006-2007. – 2006. Trifold.
- UKC.REG.3.1.21 Education for its own sake. 2007-2008. – 2007. Trifold.
- UKC.REG.3.1.22 What Next? – 2000. Fourfold poster. 2 c.; Information Request Form – 2000. Single sheet. 6 c.
- UKC.REG.3.1.23 How to reach us. – 1997. Bookmark. 4 c.
- UKC.REG.3.1.24 Maritime Universities & Colleges. – c. 2000. Color full-page newspaper ad.
- UKC.REG.3.1.25 Maritime Universities & Colleges. – c. 2001. Color full-page newspaper ad.
- UKC.REG.3.1.26 Materials given to prospective students attending open house and tour on Friday, March 18, 2005: pocket folder containing letter to prospective students from Laurel Collins [2005, 1 p.]; King's Open House [2005, 1 p.]; Ask A Student [2005, 1 p.]; King's Students Union Societies and Organizations [2004-2005, 8 pp.]; Education for its own sake [2005, trifold]; "The Ascent of Mount Ventoux, to Dionisio Da Borgo San Sepolcro" [an example of a FYP reading, 6 pp.]; Education for its own sake [2005-2006, poster]; King's "Small Wonder" notepaper, blank [2001; 1 sheet]; Foundation Year Programme [copied from FYP Handbook, 2004-2005, 16 pp.]; University of King's College Area Map and Rooms Directory [no year, bifold]. – 2005.
- UKC.REG.3.1.27 Meeting of minds. – 2008. Postcard.
- UKC.REG.3.1.28 Meeting of minds. – 2009. Postcard.
- UKC.REG.3.1.29 Points of intersection. 1989-1990. – 1989. 16 pp. 2 c.
- UKC.REG.3.1.30 Points of intersection. 1991-1992. – 1990. 16 pp.
- UKC.REG.3.1.31 Points of intersection. 1991-1992. – 1991. 16 pp. 9 c.
- UKC.REG.3.1.32 Registration workbook. 2004-2005. – Fall 2004. 12 pp. 2 c.
- UKC.REG.3.1.33 Small Wonder. – c. 2009. Postcard.
- UKC.REG.3.1.34 So This is King's. – c. 1970. Bifold.
- UKC.REG.3.1.35 The University of King's College. – c. 1971. 16 pp.
- UKC.REG.3.1.36 The University of King's College. 1977-1978. – 1977. 12 pp. 2 c.
- UKC.REG.3.1.37 The University of King's College. 1978-1979. – 1978. 12 pp. 2 c.

UKC.REG.3 Publications and promotional materials. – 1970-2009.

- UKC.REG.3.1.38 University of King's College Complete Recruitment Kit. 2005-2006 2005. Pocket folder containing "King's Student Union Societies and Organizations" [8 pp.]; "Registration Workbook" [12 pp.]; "Your seat is reserved" enrolment workbook [7 pp.]; University of King's College promotional booklet [24 pp.] [2005-2006]; University of King's College Foundation Year Programme bookmark; "Small Wonder" postcard; Bachelor of Journalism One Year Program [trifold, 2005]; University of King's College trifold; "Choosing to Study at King's: Students from Halifax Regional Municipality" [c. 2005, bifold, 2 c.]; "Venture East for an inspired education: Students from Western Canada" [c. 2005, bifold]; "Venture East for an inspired education: Students from Ontario" [c. 2005, bifold]; "Come to Learn: Students from outside Canada" [c. 2005, bifold]
- UKC.REG.3.1.39 University of King's College Recruitment Kit. 2010-2011. – 2009. Pocket folder with: "Open House" postcard; University of King's College promotional booklet [no title] [20 pp.]; business card (Jill MacBeath); large University of King's College informational poster [no title] (fourfold); "Application for Admission and Scholarship 2010/2011". 2 c.
- UKC.REG.3.1.40 University of King's College. – 1974. 8 pp. 3 c.
- UKC.REG.3.1.41 University of King's College. – [Early 1980s.] 8 pp with fold-out in back cover. 3 c.
- UKC.REG.3.1.42 University of King's College. [Title on one line.] – c. 1985. 16 pp. 3 c.
- UKC.REG.3.1.43 University of King's College. [Title on two lines.] – c. 1985. 12 pp. 6 c.
- UKC.REG.3.1.44 University of King's College: Entrance Scholarships and Bursaries. – c. 1960. Fourfold.
- UKC.REG.3.1.45 University of King's College: Entrance Scholarships. – c. 1960. Fourfold.
- UKC.REG.3.1.46 University of King's College: The Overseas Commonwealth's Oldest University. Spring 1959. – 1959. Bifold.
- UKC.REG.3.1.47 University of King's College, Halifax. 2006-2007. – 2005. 24 pp.
- UKC.REG.3.1.48 Untitled promotional booklet. 2009-2010. – c. 2009. 20 pp.
- UKC.REG.3.1.49 Untitled promotional kit [given to Armbrae Academy students, 2010] – 2010. Pocket folder with: University of King's College promotional booklet [20 pp., 2009]; business card (Jill MacBeath); large University of King's College informational poster [no title].
- UKC.REG.3.1.50 Untitled promotional kit. – 2008. Pocket folder with: University of King's College Foundation Year Programme bookmark; blank sheet of University of King's College note paper (c. 2000); business card (Terra Duncan); University of King's College trifold; "Venture East for an inspired education: Students from Western Canada" [c. 2008]; University of King's College ball-point pen.
- UKC.REG.3.1.51 Untitled promotional poster. 2009-2010. – 2009. Fourfold poster.
- UKC.REG.3.1.52 Welcome to the University of King's College. – 2005. Fourfold brochure. 3 c.

- UKC.REG.3 Publications and promotional materials. – 1970-2009.**
- UKC.REG.3.1.53 Welcome to the University of King's College. – Jul 2006. Fourfold brochure. 2 c.
- UKC.REG.3.1.54 Welcome to the University of King's College. 2002-2003. – Jun 2002. 12 pp. 12 c.
- UKC.REG.3.1.55 Your seat is reserved. 2004-2005. – 2004. 7 pp. 4 c. [One copy with King's Student Union Societies and Organizations booklet. 8 pp.]
- UKC.REG.3.1.56 Your seat is reserved. 2010-2011. – 2010. 7 pp.
- UKC.REG.3.2 Foundation Year Programme**
- UKC.REG.3.2.1 Foundation Year Programme. – [c. 1989-1992] Fourfold. 2 c.
- UKC.REG.3.2.2 Foundation Year Programme. – [c. 1989-1992] Fourfold. [Different text on back page.] 3 c.
- UKC.REG.3.2.3 Foundation Year Programme. – c. 1975. Trifold. 9 c.
- UKC.REG.3.2.4 Foundation Year Programme. 2006-2007. – c. 2006. 16 pp.
- UKC.REG.3.2.5 FYP Changes Admission Process (Guidance Counselor's Newsletter Vol. 1, No. 1). – c. 2001. 2 pp.
- UKC.REG.3.3 Contemporary Studies, Early Modern Studies and History of Science and Technology Programmes**
- UKC.REG.3.3.1 Contemporary Studies Program. – 2002. Fourfold. 2 c.
- UKC.REG.3.3.2 Contemporary Studies Programme. – c. 1998. Trifold.
- UKC.REG.3.3.3 University of King's College, Halifax. Combined Honours Programmes – Contemporary Studies, Early Modern Studies, History of Science and Technology. – 2008. Trifold.
- UKC.REG.3.4 School of Journalism**
- UKC.REG.3.4.1 Bachelor of Journalism [One Year] Enquiry Package. Pocket folder with poster and "Consider the Possibilities" booklet [28 pp.] – 1994.
- UKC.REG.3.4.2 Bachelor of Journalism [One Year] Information Package. 1993-1994. – 1993. Pocket folder. 24 pp.
- UKC.REG.3.4.3 Bachelor of Journalism [One Year] Information Package. 1994-1995. – 1994. Pocket folder. 20 pp.
- UKC.REG.3.4.4 Bachelor of Journalism One Year Program. 2004-2005. – 2004. Trifold. 6 c. [One copy with corrected financial information for 2004-2005.]
- UKC.REG.3.4.5 Curious? University of King's College School of Journalism. – c. 2003. Trifold. 4 c.
- UKC.REG.3.4.6 Curious? 2000-2001. – 2000. Trifold. 2 c.
- UKC.REG.3.4.7 Journalism at King's. 1998-1999. – 1998. Fourfold. 13 c.
- UKC.REG.3.4.8 One Year Bachelor of Journalism Programme. 2000-2001. – 2000. Trifold. 3 c.

- UKC.REG.3 Publications and promotional materials. – 1970-2009.**
- UKC.REG.3.4.9 One Year Bachelor of Journalism Programme. 2001-2002. – 2001. Trifold. 4 c. [One copy with business card (Karl Turner) and Application for Admission 2002/2003.]
- UKC.REG.3.4.10 One Year Bachelor of Journalism Programme. 2003-2004. – 2003. Trifold.
- UKC.REG.3.4.11 One-Year Bachelor of Journalism. 2009-2010. – 2009. Trifold.
- UKC.REG.3.4.12 School of Journalism. – c. 1990. Trifold. 5 c.
- UKC.REG.3.5 Athletics, residence life, student services, other programmes**
- UKC.REG.3.5.1 Athletics at King's. Trifold. – c. 1998. 11 c.
- UKC.REG.3.5.2 King's "Small Wonder" notepaper, blank. – c. 2001. 6 sheets.
- UKC.REG.3.5.3 King's: A View of Campus Life. – c. 1970. 8 pp.
- UKC.REG.3.5.4 Living at King's. 1996-1997. – c. 1997. Trifold. 2 c.
- UKC.REG.3.5.5 Student Services Handbook. 2003-2004. – 2003. 34 pp. 4 c.
- UKC.REG.3.5.6 Student Services Handbook. 2004-2005. – 2004. 42 pp. 3 c.
- UKC.REG.3.5.7 Cultural Studies at Dalhousie University and the University of King's College. 1976-1977. – 1976. Trifold.
- UKC.REG.3.5.8 What Next? – 2000. Fourfold poster.
- UKC.REG.3.5.9 Where Great Minds Meet: The King's-Ivey Combination. 2009-2010. – 2009. 1 sheet.

Series 4 Correspondence
1918-1990.
0.25 linear m of textual records.

Scope and content

Series consists of correspondence between the Registrar and Registrar's Office staff and others, mostly prospective students or their parents seeking information about the University's programs and registration requirements.

Correspondence with the Dalhousie Registrar is filed in Series 2, Operational records.
Correspondence relating to a person who later became a student is filed in that student's record in Series 7.

Series is arranged alphabetically by correspondent name.

Source of title proper

Title based on content of records.

File list

UKC.REG.4	Correspondence. – 1918-1990.
UKC.REG.4.A	Correspondence. – 1962-1984.
UKC.REG.4.B	Correspondence. – 1927-1973.
UKC.REG.4.C	Correspondence. – 1951-1974.
UKC.REG.4.D	Correspondence. – 1957-1990.
UKC.REG.4.E	Correspondence. – 1940-1961.
UKC.REG.4.F	Correspondence. – 1921-1971
UKC.REG.4.G	Correspondence. – 1918-1974.
UKC.REG.4.H	Correspondence. – 1930-1975.
UKC.REG.4.I	Correspondence. – 1936-1971.
UKC.REG.4.J	Correspondence. – 1924-1954.
UKC.REG.4.K	Correspondence. – 1963-1972.
UKC.REG.4.L	Correspondence. – 1930-1975.
UKC.REG.4.M	Correspondence. – 1929-1984.
UKC.REG.4.N	Correspondence. – 1930-1968.
UKC.REG.4.O	Correspondence. – 1935-1973.
UKC.REG.4.P	Correspondence. – 1931-1974.
UKC.REG.4.R	Correspondence. – 1934-1971.
UKC.REG.4.S	Correspondence. – 1936-1971.

UKC.REG.4	Correspondence. – 1918-1990.
UKC.REG.4.T	Correspondence. – 1945-1973.
UKC.REG.4.V	Correspondence. – 1937-1961.
UKC.REG.4.W	Correspondence. – 1928-1972.
UKC.REG.4.Y	Correspondence. – 1948-1953.
UKC.REG.4.Z	Correspondence. – 1934-1949.

Series 5 Student directories

1960-1992.

1.5 linear m of textual records; approximately 1,000 photographs.

Scope and content

Series consists of directories of all students enrolled at King's for the academic years 1960-1961 through 1998-1999. The directories, published by the Registrar's Office, give students' names, home address

es and addresses while attending King's. Some directories include the students' program of study and King's identification number. Some include faculty and staff names, residence dons, student societies and their presidents' names and administrative telephone numbers. Some have handwritten annotations. The directories were distributed to University administrators, such as the Bursar, and the Library.

From 1978-1979 through 1987-1988, one or more directory each year also included a black-and-white photograph of each student affixed to the margin of the page next to the student's name. The photographs were taken during registration, and each student holds a sheet of paper with his/her name written on it in large letters. The directories with photographs were given to the Bursar and Dean of Residence.

Series is arranged chronologically.

Source of title proper

Title based on content of records.

Associated records

Students' Directory, Dalhousie University and King's College. Authorized by the Council of Students, Dalhousie University. – 1953-1958, 1959-1961. [Shelved next to UKC.REG.4, Student directories.]

File list

Series UKC.REG.5	Student directories. – 1960-1992.
UKC.REG.5.1960	Student body list 1960-1961. (Legal-size pages in folder)
UKC.REG.5.1962	Student body list 1962-1963. (Legal-size pages in folder)
UKC.REG.5.1963	Student body list 1963-1964. (Legal-size pages in folder)
UKC.REG.4.1964	Student body list 1964-1965. (Legal-size pages in folder)
UKC.REG.5.1965	Directory 1965-1966. (Legal-size pages in folder)
UKC.REG.5.1966	Directory 1966-1967.
UKC.REG.5.1968	Directory 1968-1969.
UKC.REG.5.1971	Directory 1971-1972. – Sept 1971.
UKC.REG.5.1972	Directory 1972-1973. – Sept 1972.

Series UKC.REG.5	Student directories. – 1960-1992.
UKC.REG.5.1973	Directory 1973-1974. – Sept 1973.
UKC.REG.5.1974	Directory 1974-1975. – Sept 1974.
UKC.REG.5.1975	Directory 1975-1976. – Sept 1975.
UKC.REG.5.1976	Directory 1976-1977. – Sept 1976.
UKC.REG.5.1977	Directory 1977-1978. 2 c.
UKC.REG.5.1978	Directory 1978-1979. 3 c. One copy contains a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1979	Directory 1979-1980. 3 c. Two copies contain a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1980	Directory 1980-1981. 3 c. One c. contains a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1981	Directory 1981-1982. 3 c. One c. contains a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1982	Directory 1982-1983. 4 c. Two copies contain a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1983	Directory 1983-1984. 3 c. One c. contains a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1984	Directory 1984-1985. 4 c. Two copies contain a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1985	Directory 1985-1986. 4 c. Two copies contain a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1986	Directory 1986-1987. 6 c. Two copies contain a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1987	Directory 1987-1988. 6 c. One c. contains a b&w photograph of each student holding piece of paper with his/her name written on it.
UKC.REG.5.1988	Student directory 1988-1989. – 1988.
UKC.REG.5.1989	Student directory 1989-1990. – 1989. 3 c.
UKC.REG.5.1990	Student directory 1990-1991. – 1990.
UKC.REG.5.1991	Student directory 1991-1992. – 1991. 4 c.
UKC.REG.5.1992	Student directory 1992-1993. – 1992. 2 c.
UKC.REG.5.1993	Student directory 1993-1994. – 1993. 4 c.
UKC.REG.5.1994	Student directory 1994-1995. – 1994. 4 c.
UKC.REG.5.1995	Student directory 1995-1996. – 1995. 6 c.
UKC.REG.5.1996	Student directory 1996-1997. – 1996. 9 c.
UKC.REG.5.1997	Student directory 1997-1998. – 1997. 8 c.
UKC.REG.5.1998	Student directory 1998-1999. – 1998. 5 c.

Series 6 Matriculas and student registers
1803-2009.
2 linear m of textual records, which includes 11 bound volumes.

Scope and content

Series consists of the *Matriculas* (1803-1906, 1981-1995, 1996-2004, and 2005-present) and other bound volumes in which were recorded students' names, the dates they attended King's, their courses and grades, awards and degrees.

There was no matricula before the charter in 1802, and no precise record of the names of student who entered during the first twelve years of the life of the College has been preserved. Rev. John Inglis, who was the first to enter the Academy in 1788, wrote, "It is believed that more than Two Hundred persons entered the Institution before the Charter was obtained. No MATRICULA was kept; but more than a hundred of these persons desired to pursue a Collegiate course."²⁰

In recent years, signing the *Matricula* has been considered the final step in registering at King's.

The *Matriculas* and student registers are arranged with the Matriculas first, then by earliest date of the entries in the other registers.

File list

UKC.REG.6 Matriculas and student registers. – 1803-2009.

UKC.REG.6.1.1803 *Matricula* (containing transcription of Charter, record of Matriculants, transcript of Articles of Religion, record of Subscribers thereto). – 1803-1906. Ms., bound volume, extensively repaired by bookbinder Ruth Legge c. 2005, in modern custom-made box.

UKC.REG.6.1.1985 *Matricula*. – 1981-1995. Bound volume.

UKC.REG.6.1.1996 *Matricula*. – 1996-2002. loose pages in a presentation folder.

UKC.REG.6.1.2003 *Matricula*. – 2003-2004. Loose pages in a clamshell box with approximately 300 blank pages for future use.

UKC.REG.6.1.2005 *Matricula*. – 2005-present. Two bound volumes with boxes; removed from the Archives each fall for new students to sign during Matriculation.

²⁰ *Memoranda respecting King's College, at Windsor, in Nova Scotia :collected and prepared for the purpose of making evident the leading object in suggesting and establishing that institution /by one of the alumni [John Inglis, 1777-1850]. [Halifax, N.S.? : s.n.], 1836, p.22.*

UKC.REG.6

Matriculas and student registers. – 1803-2009.

UKC.REG.6.2

The Names of Students and the Time of Their Residence in King's College.
Bound volume, ms. – 1807-1836. Half of one page cut away.
[Formerly UKC.C.1.2.1]

Michaelmas (Sep 1-Dec 18), Lent (Jan 2-March or early Apr), [two-week break] Easter (early to mid-Apr-May) [two-week break] and Trinity Terms (late May or early June-July 1). Lists absences, degrees awarded during the term of President Charles Porter (1805-1836) and Vice Presidents William Cochran (1807-1826 and 1827-1832), William B. King (1826 and 1832-1834), John Stevenson (1834-1836).

UKC.REG.6.3

Residency register. – 1861-1875.

UKC.REG.6.4

Register of Degrees conferred at King's College, Windsor, Nova Scotia. – 1807-1873. – Bound volume, ms.
[Formerly UKC.C.1.3.1]

Contains the following lists:

1. Bachelors in Arts - from Roger Viets admitted [to his B.A. degree] 18 Nov 1807 to Rutherford, admitted B.A. Encaenia 1876
2. Masters in Arts - from Hibbert Binney admitted M.A. 11 May 1814 to J. L. Keating, B.A., admitted M.A. 24 Jun 1875
3. M.D. ad eundem gradum [a courtesy degree awarded by one university to an alumnus of another] from Giessen, Glasgow and Edinburg: B. D. Fraser, C. Tupper, W. J. Almon, C. Cogswell, all admitted at Encaenia 1859.
4. B.D., B.C.L., D.C.L., D.D., 1826-1873
5. Honorary degrees, from William Bruce Almon, D.C.L. 28 Sep 1810 to John Lawson, D.C.L. c. 1870.

UKC.REG.6.5

Register of the Names & Residence of Students at King's College, Windsor (N.S.) commencing in 1861. Q.F.F.Q.S. ending in 1875 Oct. 1st. – 1861-1875.
Soft cover. [Formerly UKC.C.1.2.2].

Lists faculty members, examiners, names of students enrolled in each of the four terms per year. On last written page: "Lists of records herewith transferred:

1. Matricula from Dec 17, 1803 to June 23, 1875, complete
 2. Names of students 1807-1836
 3. Names of students 1836-1861
 4. Names of students 1861-1875
 5. Register of degrees conferred 1807-1875 complete
 6. Book of Subscriptions for Professors and Examiners; at the end of same book, Subscriptions of Students
 7. Scholars' Subscriptions
- Oct 1875

Copper plate for degree parchments herewith

Copper plate for presentation acknowledgments was given to the Governors Secretary (Dr. Cochran) and James Bowes & Sons who have not returned it but are responsible for it.

Remaining copies of parchments and certificates herewith handed over.

G. McC.

Received the above: I. M. Hensley, Vice President, 5 Oct 1875"

- UKC.REG.6** **Matriculas and student registers. – 1803-2009.**
- UKC.REG.6.6 Course register. – 1861-1875.
- UKC.REG.6.7 *Student attendance for classics, theology, mathematics, chemistry, and modern languages.* – 1865-1876. Bound volume, ms. Supplied title.
[Formerly UKC.C.1.4.1]
Lectures in divinity and mathematics 1870. Divinity lectures 1871-1876.
Course schedules for students for Classics, Theology, Mathematics, Chemistry, Modern Languages by week, with attendance noted. “agr.” = “aegrotat” [s/he is sick - a medical certificate of illness excusing student's sickness. The term is used primarily in the United Kingdom and the Commonwealth, in the context of degrees and courses considered as passed by a student too ill to finish the appropriate material.
Examination marks, lecture topics; notes of readings
- UKC.REG.6.8 General register. – 1875-1904. Large bound volume.
[Formerly UKC.C.1.5.1]
Printed list of nominations glued inside front cover. Horizontal blue lines printed on pages, with vertical red lines marking columns Name, Entered, Matriculated, Classics, English Lit, Divinity, Hebrew, Mathematics, Engineering, Chemistry, French, German, Responsions, 1st Exam Engineering, B.A., Diploma Engineering, Master of Arts, Bachelor of Divinity, Doctor of Divinity, Bachelor of Civil Law, Doctor of Civil Law, Prizes and Scholarships. Notations next to names of nominated students.
Writing ends on p.39 (1904).

UKC.REG.6

Matriculas and student registers. – 1803-2009.

UKC.REG.6.9

Subscriptions. – 1872-Oct 1907. Bound volume, ms.

[Formerly LE 3 K56 S91, then UKC47]

Students and professors signed: “We whose names are hereunto subjoined do severally declare that we will comply with all the rules and regulations of this University and College of Windsor to the best of our ability and that we willingly and ex animo subscribe to this declaration. We acknowledge also hereby to have received a copy of the Statutes from the President.”

Students’ signatures, starting with. J. P. Tremain, Edwin Ruggles, Octavius Wright, R. J. Uniacke, I. M. Townshend, R. W. Chipman, A. B. Warburton. In most instances, the entry includes the student’s Christian name in full, date of birth, father’s name and father’s profession.

Book has about 100 blank pages before writing begins at end, upside down, where President and professors sign their declarations.

Professors signed: “Professio in Matriculatione. Praesidi Professoribusq huius Academia Vindesoriensis grademus jus fasq. est et pro ordine in quo fuerim gnamdin in haec Universitatae degam comiteo obtemperabo; leges Statuta mores approbatos et privilegia hujus Universaitatis quantum in me est observabo . . .

“We whose names are hereunto subjoined do severally declare that we will comply with all the rules and regulations of this University an the College of Windsor to the best of our ability and that we willingly and esse animo subscribe to this declaration. We acknowledge also hereby to have received a Copy of the Statutes from the President.”

Book reverses and contains subscriptions by faculty members, starting with George McCawley, I. M. Hensley, Henry How, John Hunter, F. C. Z. R. Sumichrast . . . Isaac Brock (appointed Acting President and Professor of Divinity 5 Oct 1885), Charles G. D. Roberts appointed as Examiner and “I will also observe the Regulations in the Statutes respecting the Library, [which suggests he was appointed Librarian c. 1885. Bliss Carman signed as Examiner in English Literature and Political Economy.

26 Nov 1888: Fenwick Williams Vroom signed, agreeing to observe the Regulations in the Statutes respecting the Library. Prescribed wording in printed text glued in; includes:

II. . . . do solemnly declare that I will perform all the duties of the office of -----, to which I am appointed, according to the Statutes . . .

III. I, A. B., do solemnly declare that I will observe all the Statutes and Regulations respecting the Library of King’s College, Windsor, and I will not lend any of the Library books, and I will be careful so to use them that they may not be injured whilst in my possession; and I will endeavor, to the utmost of my power, to prevent any other person injuring either the books or anything belonging to the Library.”]

IV. . . .”do solemnly declare that I will faithfully and impartially perform the office of Examiner, ... and I will not refuse to sign the testimonials of any candidate whom I believe to be qualified, nor sign the Testimonial of one whom I believe not to be qualified to pass the Examination.”

UKC.REG.6.10

General register. – 1875-1904.

UKC.REG.6.11

General register. – 1901-1919. Fragile

- UKC.REG.6** **Matriculas and student registers.** – 1803-2009.
- UKC.REG.6.12 *King's College Register from 1903-1916.* – 1903-1916. Bound volume, very fragile: pages detached from binding and crumbling.
[Formerly UKC.C.1.5.2]
Alphabetical list of students, examination records, prizes and scholarships, degrees conferred, remarks (e.g., "Candidate for Holy Orders").
- UKC.REG.6.13 *King's College Divinity Register.* – 1909-Oct 1940.
[Formerly UKC.C.1.5.3]
Alphabetical list of each Divinity student's name, courses, marks, prizes, degree and date, notes on activities after leaving King's, e.g., L. deVeber Chipman, who attended 1909-1910: "Went down May 1911. Lieut. 13th or 14th Infantry Batt for war 1914. Granted matriculation standing Mar 7, 1918. Wounded, Promoted to Major. Died on service in Canada, Dec. 16, 1918." Filled to p.67 of 190 pp. Fragile, pages separated from binding, crumbling along edges.
- UKC.REG.6.14 Arts and Science Register. – 1916-1929. Bound volume.
[Formerly UKC.1.5.4]
Horizontal blue lines printed on pages, with vertical red and blue lines marking columns Name - School and Entrance Qualifications, Year and Term, Latin, Greek, Mathematics, French, German, English, Chemistry, Surveying, Descriptive Geometry, Kinematics, Maths B, Machine Design, Logic, Philosophy, Physics, Divinity, Economics, History, Law, Geology, Prizes, Degrees, Remarks. Students' names and marks.
- UKC.REG.6.15 Academic Year 1975-1976 Directory and Marks Book (computer printout). – 31 Oct 1975.

Series 7**Student records**

1886-2009.

50 linear m of textual records (10,952 individual student files), including approximately 3,000 photographs.

Source of title proper

Title based on content of records.

Scope and content

The student records series is the largest series of records in the Archives. The series consists of the individual academic records of students who matriculated at the University of King's College between 1886 and 2009. The records before 1922 relate to the University's campus in Windsor, Nova Scotia, while records after that date were created at the University's Halifax location.

The student records were generated by the Registrar's Office staff, who create a file folder for each student who applies to King's. If the student subsequently enrolls, the file is maintained through the student's academic career at the University, recording the student's academic activities and progress. Correspondence from a prospective student who later registered enrolled is filed in that person's student record in this series, not in the Registrar's Office correspondence series. If the student is not accepted or does not enroll, the file is kept for one year in case the student reapplies.

During the processing of the student records, attempts were made to resolve ambiguities in student names and dates. A few of the student records show no evidence that the student ever completed enrollment or took a class at King's, or else the student enrolled and started classes a year or more later. In those cases, the record is filed with the year the student started taking classes, if that can be determined. If it cannot, then the record is filed according to the year the identification number was issued.

There are many gaps in the student records holdings in the Archives. The first student record is from 1886, and for the next two decades, there are no more than three records per year. At times, the policy was to destroy student records after the student left King's; for several years in the 1980s, the only remaining record of a student is a Kardex card (13 cm x 20 cm), with courses typed on it, grades, awards and degrees noted, and usually a small photograph of the student stapled on the lower right corner of the card.

Arrangement

The records are arranged in subseries chronologically by the year a student enrolled at King's. The records in each subseries are arranged alphabetically by student name.

The following files were removed from Record Group UKC.C (Registrar), established by John Weeren in his 1993 finding aid, and have been placed with University of King's College Residence records to be arranged and described in future:

UKC.C Vol 2.1	Residency Register, 1807-1836
UKC.C Vol.2.2	Residency Register, 1861-1875
UKC.C Series 3	Student Records (non-King's residential)

Notes

Student identification number

After a prospective student pays the enrollment deposit, he or she is assigned a unique student identification number in the Banner automated system, which enables the student to access online enrollment forms. In the late 20th century, student identification numbers began with a K followed by digits. Around 1999, student i.d. numbers changed to "Boo" numbers, so-called because the number started with the letter B and two zeros, i.e., B00.

Contents of a student record

The following documents are found in student records:

- acceptance letter from King's
- application for waiver of an academic regulation, Journalism or Arts & Science (Dalhousie form)
- assistance assessments - for loans
- autobiographical sketches
- bursary applications
- Canada Student Loan applications (copies)
- certification of agreement to follow University rules
- change forms for all changes except class and address changes, e.g., campus change
- change forms for within-degree changes and campus changes
- class add/drop form
- combined honours application form
- correspondence
- Dalhousie/King's forms/card - acceptance to a Programme
- DARS degree web audits (a system that checks whether a student is qualified to graduate)
- degree change application
- e-mails
- enrollment forms
- enrolment application
- grade cards (usually with photo attached) Kardex card on which is recorded the year of entry, student number, courses and marks of the student, address and awards, and to which is attached a photograph
- grade change forms
- high school diploma
- high school transcript
- honours application
- Individual Education Plan (IEP) for students with learning disabilities
- intent to graduate form
- intent to enroll (not a registration form)
- Journalism applicants' files include samples of student work, e.g., articles, projects, videos, audio
- letters of permission from other universities allowing the student to take classes at King's for credit
- letters of recommendation
- letters of permission form - Arts and Science (Dalhousie form), School of Journalism
- loan and temporary loan applications

medical forms: verification of illness; psychological analyses
notes about scholarships awarded to the student
reference forms for scholarships
reference letters from high school guidance counselors
registration form
replacement identification card application
request for reassessment of final grade form
résumé
scholarship essay
Scholastic Aptitude Test results
transcript of grades from courses taken at King's (unofficial)
transcript request form
transcript - high school
transcript - Dalhousie University
transfer credit forms - to transfer credits between universities
web application reports (online applications that have been printed)
withdrawal form

Date span of each record

Time has not permitted examination of each file to determine date span. In most cases, a file would contain documents dating from the year that a student applied to King's and entered, and for the following three or four years.

Folder colors

The student records were in color-coded file folders when they arrived in the Archives. During this project, they were all placed in acid-free file folders. The folder color codes were:

red B.A. and B.A. (FYP) students
blue B.Sc. students
orange B.J.H. students
tan B.J. (one-year degree)
yellow N.D.J. (non-degree Journalism)
green V.S.S.J. (visiting student in the School of Journalism)

In 2002, the Registrar's Office created a system to track files removed for administrative use: distinctively colored "out folders" were used to mark the place where a record was removed by a staff member. Several of these out folders were found during processing, which means those records are missing.

Access

Access to student records is restricted for privacy reasons.

List of student names

The Archivist has created a list for internal use of the names of individual students whose files are in the Archives.

Accruals

Although most of the registration process has been done online since 2000, with paper records scanned into a digital database, hard-copy files are still maintained for students. Further accruals are expected.

Related records (this institution)

Foundation Year Programme and School of Journalism administrators also create a record for each student enrolled in those programs. Those files are in the FYP and Journalism fonds (which have not been arranged or described). They usually contain a photocopy of the student's enrollment application, and essays written for the program or documentation of grade disputes.

The Registrar's Office maintains a database of student records. The Advancement Office also has a database of alumni.

Subseries list

UKC.REG.yyyy	Student records. – 1886-2009.
UKC.REG.1886	Records of students matriculating in 1886. 1 file.
UKC.REG.1887	Records of students matriculating in 1887. 1 file.
UKC.REG.1890	Records of students matriculating in 1890. 1 file.
UKC.REG.1892	Records of students matriculating in 1892. 1 file.
UKC.REG.1893	Records of students matriculating in 1893. 2 files.
UKC.REG.1895	Records of students matriculating in 1895. 1 file.
UKC.REG.1897	Records of students matriculating in 1897. 3 files.
UKC.REG.1898	Records of students matriculating in 1898. 1 file.
UKC.REG.1900	Records of students matriculating in 1900. 1 file.
UKC.REG.1904	Records of students matriculating in 1904. 1 file.
UKC.REG.1905	Records of students matriculating in 1905. 1 file.
UKC.REG.1906	Records of students matriculating in 1906. 3 files.
UKC.REG.1907	Records of students matriculating in 1907. 3 files.
UKC.REG.1908	Records of students matriculating in 1908. 1 file.
UKC.REG.1909	Records of students matriculating in 1909. 2 files.
UKC.REG.1910	Records of students matriculating in 1910. 3 files.
UKC.REG.1911	Records of students matriculating in 1911. 6 files.
UKC.REG.1912	Records of students matriculating in 1912. 7 files.
UKC.REG.1913	Records of students matriculating in 1913. 10 files.
UKC.REG.1914	Records of students matriculating in 1914. 6 files.
UKC.REG.1915	Records of students matriculating in 1915. 11 files.

UKC.REG.yyyy	Student records. – 1886-2009.
UKC.REG.1916	Records of students matriculating in 1916. 6 files.
UKC.REG.1917	Records of students matriculating in 1917. 15 files.
UKC.REG.1918	Records of students matriculating in 1918. 32 files.
UKC.REG.1919	Records of students matriculating in 1919. 39 files.
UKC.REG.1920	Records of students matriculating in 1920. 41 files.
UKC.REG.1921	Records of students matriculating in 1921. 46 files.
UKC.REG.1922	Records of students matriculating in 1922. 38 files.
UKC.REG.1923	Records of students matriculating in 1923. 41 files.
UKC.REG.1924	Records of students matriculating in 1924. 25 files.
UKC.REG.1925	Records of students matriculating in 1925. 30 files.
UKC.REG.1926	Records of students matriculating in 1926. 28 files.
UKC.REG.1927	Records of students matriculating in 1927. 27 files.
UKC.REG.1928	Records of students matriculating in 1928. 34 files.
UKC.REG.1929	Records of students matriculating in 1929. 32 files.
UKC.REG.1930	Records of students matriculating in 1930. 41 files.
UKC.REG.1931	Records of students matriculating in 1931. 23 files.
UKC.REG.1932	Records of students matriculating in 1932. 30 files.
UKC.REG.1933	Records of students matriculating in 1933. 34 files.
UKC.REG.1934	Records of students matriculating in 1934. 19 files.
UKC.REG.1935	Records of students matriculating in 1935. 13 files.
UKC.REG.1936	Records of students matriculating in 1936. 33 files.
UKC.REG.1937	Records of students matriculating in 1937. 27 files.
UKC.REG.1938	Records of students matriculating in 1938. 40 files.
UKC.REG.1939	Records of students matriculating in 1939. 23 files.
UKC.REG.1940	Records of students matriculating in 1940. 15 files.
UKC.REG.1941	Records of students matriculating in 1941. 7 files.
UKC.REG.1942	Records of students matriculating in 1942. 13 files.
UKC.REG.1943	Records of students matriculating in 1943. 23 files.
UKC.REG.1944	Records of students matriculating in 1944. 19 files.
UKC.REG.1945	Records of students matriculating in 1945. 56 files.
UKC.REG.1946	Records of students matriculating in 1946. 75 files.
UKC.REG.1947	Records of students matriculating in 1947. 47 files.
UKC.REG.1948	Records of students matriculating in 1948. 52 files.
UKC.REG.1949	Records of students matriculating in 1949. 45 files.

UKC.REG.yyyy	Student records. – 1886-2009.
UKC.REG.1950	Records of students matriculating in 1950. 37 files.
UKC.REG.1951	Records of students matriculating in 1951. 34 files.
UKC.REG.1952	Records of students matriculating in 1952. 36 files.
UKC.REG.1953	Records of students matriculating in 1953. 42 files.
UKC.REG.1954	Records of students matriculating in 1954. 48 files.
UKC.REG.1955	Records of students matriculating in 1955. 46 files.
UKC.REG.1956	Records of students matriculating in 1956. 46 files.
UKC.REG.1957	Records of students matriculating in 1957. 58 files.
UKC.REG.1958	Records of students matriculating in 1958. 62 files.
UKC.REG.1959	Records of students matriculating in 1959. 63 files.
UKC.REG.1960	Records of students matriculating in 1960. 67 files.
UKC.REG.1961	Records of students matriculating in 1961. 61 files.
UKC.REG.1962	Records of students matriculating in 1962. 85 files.
UKC.REG.1963	Records of students matriculating in 1963. 81 files.
UKC.REG.1964	Records of students matriculating in 1964. 113 files.
UKC.REG.1965	Records of students matriculating in 1965. 136 files.
UKC.REG.1966	Records of students matriculating in 1966. 49 files.
UKC.REG.1967	Records of students matriculating in 1967. 60 files.
UKC.REG.1968	Records of students matriculating in 1968. 69 files.
UKC.REG.1969	Records of students matriculating in 1969. 134 files.
UKC.REG.1970	Records of students matriculating in 1970. 131 files.
UKC.REG.1971	Records of students matriculating in 1971. 112 files.
UKC.REG.1972	Records of students matriculating in 1972. 116 files.
UKC.REG.1973	Records of students matriculating in 1973. 119 files.
UKC.REG.1974	Records of students matriculating in 1974. 115 files.
UKC.REG.1975	Records of students matriculating in 1975. 175 files.
UKC.REG.1976	Records of students matriculating in 1976. 151 files.
UKC.REG.1977	Records of students matriculating in 1977. 144 files.
UKC.REG.1978	Records of students matriculating in 1978. 192 files.
UKC.REG.1979	Records of students matriculating in 1979. 174 files.
UKC.REG.1980	Records of students matriculating in 1980. 187 files.
UKC.REG.1981	Records of students matriculating in 1981. 187 files.
UKC.REG.1982	Records of students matriculating in 1982. 215 files.
UKC.REG.1983	Records of students matriculating in 1983. 232 files.

UKC.REG.yyyy	Student records. – 1886-2009.
UKC.REG.1984	Records of students matriculating in 1984. 226 files.
UKC.REG.1985	Records of students matriculating in 1985. 234files.
UKC.REG.1986	Records of students matriculating in 1986. 296 files.
UKC.REG.1987	Records of students matriculating in 1987. 260 files.
UKC.REG.1988	Records of students matriculating in 1988. 265 files.
UKC.REG.1989	Records of students matriculating in 1989. 299 files.
UKC.REG.1990	Records of students matriculating in 1990. 259 files.
UKC.REG.1991	Records of students matriculating in 1991. 278 files.
UKC.REG.1992	Records of students matriculating in 1992. 276 files.
UKC.REG.1993	Records of students matriculating in 1993. 274 files.
UKC.REG.1994	Records of students matriculating in 1994. 311 files.
UKC.REG.1995	Records of students matriculating in 1995. 332 files.
UKC.REG.1996	Records of students matriculating in 1996. 359 files.
UKC.REG.1997	Records of students matriculating in 1997. 375 files.
UKC.REG.1998	Records of students matriculating in 1998. 349 files.
UKC.REG.1999	Records of students matriculating in 1999. 351 files.
UKC.REG.2000	Records of students matriculating in 2000. 351 files.
UKC.REG.2001	Records of students matriculating in 2001. 321 files.
UKC.REG.2002	Records of students matriculating in 2002. 197 files.
UKC.REG.2003	Records of students matriculating in 2003. 143 files.
UKC.REG.2004	Records of students matriculating in 2004. 148 files.
UKC.REG.2005	Records of students matriculating in 2005. 4 files.
UKC.REG.2006	Records of students matriculating in 2006. 1 file.
UKC.REG.2007	Records of students matriculating in 2007. 1 file.
UKC.REG.2008	Records of students matriculating in 2008. 1 file.
UKC.REG.2009	Records of students matriculating in 2009. 329 files.