Gettysburg College
Musselman Library, Special Collections
Record Management Program

Record Group: **RG 4.2 Provost/Registrar**
Office: **Office of the Registrar**

Reports, Policies and Registrations

Agency History: The office of the registrar is responsible for protecting the integrity of the institution's academic records and degrees, for serving students relative to the completion of degree requirements, and for responding to requests from the faculty and administration for academic data. The office itself dates back at least to fifteenth-century Oxford. In the slow but steady development of a system of higher education in America, the registrar, as a full-time university or college official, did not appear until the 1890s. Up until that time the function of academic recordkeeping fell to a member of the faculty often as a part-time duty. The position of registrar did not appear at Pennsylvania College of Gettysburg until 1911 during President William Granville's first year in office. Before that time, students' academic accomplishments were recorded in bound ledger books, presumably located in the office of the president or college dean. Individual permanent record cards began with the class of 1912.

By 2010, seven persons have served Gettysburg College as registrar. During the early years the registrar also had other institutional responsibilities, and only since 1957 has it been a full-time administrative position with a separate office:

Herbert A. Rinard 1911-1912 (one year) (appointed by President William A. Granville)
Class of 1903, earned MA 1906 Gettysburg Seminary, also served as YMCA Secretary 1909-1912, left to be Asst Headmaster at Perkioman School, later served as parish pastor at several congregation, ending career as an Armed Service chaplain
Clyde B. Stover 1912-1943 (31 years) (appointed by President William A. Granville)
Class of 1894 MA Gettysburg 1897, some graduate work Johns Hopkins 1894-95, Hon DSc Gettysburg 1944 one year after retirement, also served as Prof. of Chemistry 1896-1943 (a total of 47 years) and Secretary of the faculty
Charles R. {Hips} Wolfe 1943-1957 (14 years) (appointed by Henry W.A. Hanson)
Class of 1923 MA Gettysburg 1926, Master Gettysburg Academy 1923-1935, Prof of English 1935-1943, also Dean of Admission 1943-1964, until his death, and Secretary of the faculty during his tenure as registrar (41 total years of service)
Mildred Hartzell 1957-1971 (14 years) (appointed by Willard S. Paul)
Class of 1926, secretary and then assistant to the College Dean 1928-1957, also Secretary to the faculty 1957-1960 (43 years of service)
G. Ronald Couchman 1971-2007 (36 years) (appointed by C. Arnold Hanson)
Class of 1963, also admissions counselor 1967-1971, after retirement part-time assistant in Special Collections as well as in several other administrative offices 2007-
Michael Maysilles 2007-2009 (2 years) (appointed by Kate Will)
BM The Boston Conservatory, MM Northwestern

First non-graduate, left to become registrar, Caldwell College, NJ
James {Jim} Duffy 2009-2013 (4 years) **(**appointed by Janet Riggs)
BA and M.Ed Lynchburg College also Assistant Registrar, November 2004 to January 2007
Transferred to College Life Division as Associate Dean of College Life
Brian Reese 2013 (appointed by Janet Riggs)
BA Lock Haven University also Assistant Registrar 2012-2013

Scope and Content Notes: The Reports, Policies and Registrations records of the Office of the Registrar comprise 5.6 cubic feet of material, organized into five series. The record group is arranged in such a way as to facilitate the addition of new material as it becomes available in the following categories: Series I, College Academic Policies and Regulations; Series II, Enrollment Reports; Series III, Course Enrollment and Faculty Teaching Load Reports; Series IV, Grade Distribution Reports; Series V, Subject.

Series Description: Series I includes three policy manuals containing individually added academic policy summaries from the 1920s through 1971. The policies in each manual are arranged in alphabetical order. Also in this series is a copy of the Faculty Handbook for 1973 which contains a section on academic policies and regulations. Statements of policies established since that time are still retained by the Office of the Registrar. Another source for academic regulations and policies would be the printed Gettysburg College catalogues, copies of which are found in the Special Collections Reading Room of the Musselman Library at Gettysburg College. Current academic policies and regulations are available through the Gettysburg Curriculum link on the Gettysburg College website.

Series II, III and IV contain reports produced by the Office of the Registrar in the areas of enrollment, faculty teaching load and grade distribution. The reports in each of these series are housed in separate boxes so that new material can be added to the series as it becomes available. The Office of the Registrar retains reports for a period of ten years after which they are transferred to the archives on a yearly basis every October. The enrollment reports, Series II, begin with some comparative data from the 1950s and, since the fall of 1958, are arranged by academic year. Information included in these yearly reports would be fall and spring semester beginning enrollments, student attrition, pre-registration totals, student geographic and religions distribution, and the number of majors and minors is each subject area. The teaching load reports, Series III, begin with a course by course listing from the 1960-1961 academic year through 1971-1972. Beginning with the 1973-1974 academic year, the reports identify the teaching load by department, individual course and faculty member. The grade distribution reports, Series IV, begin with grade summaries by department from 1955-1956 through 1967-1968. Beginning in 1969-1970, grades are reported by department, individual course and faculty member.

Series V Subject contains information about registration, preparations made by the Registrar's Office for graduation, goals and accomplishment of the office from the 1980s and 1990s, off-campus study data, implementation of the PeopleSoft Management Information system, and other announcements from and activities of the Office of the Registrar.

Container List

Box 1: Series I Academic Policies and Regulations

1-1 Copy of the Finding Aid

1-2 College Academic Regulations Manual
Believed compiled primarily by Clyde B. Stover, registrar 1912-1943 with additions by Charles Wolfe, registrar 1943-1957, alphabetical notations of regulations dated June 5, 1924 – January 6, 1955, also contains Handbook of the Gettysburg Chapter of Phi Beta Kappa 1923-1940

1-3 Faculty Rules and Regulations Manual
Compiled by Mildred Hartzell, registrar 1957-1971 with alphabetical listing of policies December 4, 1947-February 21, 1962

1-4 College Policies Notebook-Hartzell
Compiled by Mildred Hartzell with policies and regulations from the earlier manuals plus additions from 1962-1971, also contains report of some earlier policies taken from faculty minutes from the 1930s

1-5 Gettysburg College Faculty Handbook 1973
Contains a section on Academic Policies and Regulations

1-6 Gettysburg College Handbook for Administrators 1984

1-7 College Policies Notebook-Couchman

Box 2 Series II Enrollment Reports

2-1 Comparative Data A-G mid 1950s to 1970
Academic Dropouts
Baccalaureate Speakers 1946-1964
Comprehensives Examination Reports 1959-1963
Dean's List Percentages 1955-56 to 1960-61
Faculty Religious Affiliation 1957-58
Fs Given by Department First Semester 1957-8 to 1959-60
Geographical Students from Pennsylvania 1963-64

2-2 Comparative Data H-Q mid 1950s to 1970
Hours Scheduled for First Semester 1956-57
Junior Year Off-Campus 1965-66
Mid-Semester Deficiencies Comparison Study November, 1957 – November, 1958
Mortality Rate 1957-1960
Music Major Policies 1950s
Phi Beta Kappa Information
Probation Statistics First Semester 1956-57
Quality Point Requirement Chart

2-3 Comparative Data S-W mid 1950s to 1970
Scholastic Averages by Classes 1955-56 to 1969-70
Scholastic Ratings Freshman Class 1959-60 to 1968-69
Scholastic Ratings Student Body 1930-31 to 1960-61
Scholastic Ratings Student Body and Fraternities/Sororities 1956-57 to 1969-70
Scholastic Success High School Rank Compared to College Rank
Senior Statistics

Withdrawals 1954-55 to 1960-61
Women Withdrawals 1958-59
2-4 Enrollment Reports Pre 1958
2-5 Enrollment Reports 1958-1959 Academic Year
2-6 Enrollment Reports 1959-1960
2-7 Enrollment Reports 1960-1961
2-8 Enrollment Reports 1961-1962
2-9 Enrollment Reports 1962-1963
2-10 Enrollment Reports 1963-1964
2-11 Enrollment Reports 1964-1965
2-12 Enrollment Reports 1965-1966
2-13 Enrollment Reports 1966-1967
2-14 Enrollment Reports 1967-1968
2-15 Enrollment Reports 1968-1969
2-16 Enrollment Reports 1969-1970
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2-19 Enrollment Reports 1972-1973
2-20 Enrollment Reports 1973-1974
2-21 Enrollment Reports 1974-1975
2-22 Enrollment Reports 1975-1976
2-23 Enrollment Reports 1976-1977
2-24 Enrollment Reports 1977-1978
2-25 Enrollment Reports 1978-1979
2-26 Enrollment Reports 1979-1980
2-27 Enrollment Reports 1980-1981
2-28 Enrollment Reports 1981-1982
2-29 Enrollment Reports 1982-1983
2-30 Enrollment Reports 1983-1984
2-31 Enrollment Reports 1984-1985
2-32 Enrollment Reports 1985-1986
2-33 Enrollment Reports 1986-1987
2-34 Enrollment Reports 1987-1988
2-35 Enrollment Reports 1988-1989
2-36 Enrollment Reports 1989-1990
2-37 Enrollment Reports 1990-1991
2-38 Enrollment Reports 1991-1992
2-39 Enrollment Reports 1992-1993
2-40 Enrollment Reports 1993-1994
2-41 Enrollment Reports 1994-1995
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2-45 Enrollment Reports 1998-1999
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2-48 Enrollment Reports 2001-2002
2-49 Enrollment Reports 2002-2003
2-50 Enrollment Reports 2003-2004
2-51 Enrollment Reports 2004-2005
2-52 Enrollment Reports 2005-2006
2-53 Enrollment Reports 2006-2007
2-54 Enrollment Reports 2007-2008
2-55 Enrollment Reports 2008-2009
2-56 Enrollment Reports 2009-2010
2-57 Summer School Enrollment Reports 1956-1965
2-58 Summer School Enrollment Reports 1966-1969
2-59 Enrollment Reports 2010-2011
2-60 Enrollment Reports 2011-2012
2-61 Enrollment Reports 2012-2013
2-62 Enrollment Reports 2013-2014

Series III Faculty Teaching Load Reports

3-1 Course Enrollments 1960-61 through 1965-66
3-2 Course Enrollments 1966-67 through 1971-72
3-3 Course Enrollments January Term 1970
3-4 Faculty Teaching Load Fall 1973
3-5 Faculty Teaching Load Spring 1974
3-6 Faculty Teaching Load Fall 1974
3-7 Faculty Teaching Load Spring 1975
3-8 Faculty Teaching Load Fall 1975
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3-15 Faculty Teaching Load Spring 1979
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3-23 Faculty Teaching Load Spring 1983
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3-25 Faculty Teaching Load Spring 1984
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3A-3 Faculty Teaching Load Fall 2001
3A-4 Faculty Teaching Load Spring 2002
3A-5 Faculty Teaching Load Fall 2002
3A-6 Faculty Teaching Load Spring 2003
3A-7 Faculty Teaching Load Fall 2003
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Box 4A: Series IV Grade Distribution Reports
4A-1 Grade Distribution Comparative 1969-1997
4A-2 Grade Distribution by Term Fall 1955-Fall 1959
4A-3 Grade Distribution 1961-62
4A-4 Grade Distribution 1963-64
4A-5 Grade Distribution 1965-66
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4A-7 Grade Distribution January Terms 1970-1973
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4A-37 Grade Distribution Summary Reports 1999-2000
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Box 4B: Series IV Grade Distribution Reports
4B-1 Grade Distribution Fall 1984
4B-2 Grade Distribution January Term 1975
4B-3 Grade Distribution Spring 1985
4B-4 Grade Distribution Fall 1985
4B-5 Grade Distribution Spring 1986
4B-6 Grade Distribution Fall 1986
4B-7 Grade Distribution Spring 1987

Box 4C: Series IV Grade Distribution Reports

4C-1 Grade Distribution Fall 1987
4C-2 Grade Distribution Spring 1988
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4C-4 Grade Distribution Spring 1989
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Box 4D: Series IV Grade Distribution Reports
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4D-4 Grade Distribution Fall 1992
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Box 4E: Series IV Grade Distribution Reports
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Box 4F: Series IV Grade Distribution Reports
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4F-4 Grade Distribution Spring 1999
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Box 4G:Series IV Grade Distribution Reports
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Series V Subject
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5-2 Announcement of Courses – Samples

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5-4 College Seal Imprint (Discontinued 2007)
5-5 Commencement Exercises 1985-2004
5-6 Consortium Exchange Policies and Procedures
5-7 Continuing Education Units
5-8 Credit Conversion Policy 1999
5-9 December Graduation Recognition Ceremony
5-10 Department Chairs Registrar's Memo
5-11 Effectiveness Study to the Board of Trustees 1959-1974
5-12 Exchange Agreement with the Lutheran Theological Seminary
5-13 First Year Advisor Meeting Registrar's Presentation 2001-2006
5-14 Goals and Accomplishments Couchman 1980s
5-15 Goals and Accomplishments Couchman 1990s
5-16 Goals and Accomplishments Couchman 2000-2006
5-17 New Faculty Orientation Registrar's Presentation 2001-2006 and 2009
5-18 New First Year Advisor Workshop Registrar's Presentation
5-19 Off-Campus Study Evaluations
5-20 Off-Campus Study Registrar's Involvement
5-21Off-Campus Study Reports and Proposals
5-22 Off-Campus Study Send-Off Meetings Registrar's Presentation
5-23 PeopleSoft Administrative System Implementation Plan – Student Records
5-24 PeopleSoft Implementation - Academic Structure
5-25 PeopleSoft Implementation – Course Catalog Business Process
5-26 PeopleSoft Implementation – Enrollment Error Messages and Actions
5-27 PeopleSoft Implementation Journal
5-28 PeopleSoft Implementation – Prototype Scripts
5-29 PeopleSoft Implementation – Tuition Structure
5-30 PeopleSoft Proposal to Develop Degree Audit System
5-31 PeopleSoft Registrar's Presentations
5-32 Presentation of Curriculum Adopted May, 1926
5-33 References Prepared – Couchman
5-34 Registrar's BB Award
5-35 Registration Instructions Fall 1951
5-36 Registration Instruction Samples 1957-1985
5-37 Registration Review and Instructions Fall 1989-Spring 1999
5-38Registration Review and Instructions Fall 1999-Fall 2006
5-39 Staff 25 Year Citations Mary Waltz and Paula Boehner
5-40 Staff Job Descriptions and Appointment Letters
5-41 Transfer Student Orientation Registrar's Presentation
5-42 Valedictory at the retirement of Ruth Groft (draft)
5-43 Retirement Reception for Mary Waltz
5-44 Registration Scheme 1995-2001
5-45 Couchman Signature Stamp for Official Transcript Preparation
5-46 Booklet "Courses of Instruction with Descriptive Titles," 1912-1913 through 1944-1945 (3 copies)

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