

A07 Enrollment and Student Affairs

Box #	Sub-series	Sub-sub-series	Description	Date(s)	Scanned	Notes
1			Press Releases	1983, c. 1985, 1988, 1989		1989 = 2013-007
1			A Statistical Portrait of the Student Population at Roxbury Community College	1986		
1			RCC Hazing and Drug & Alcohol Statutes	1990, 1991, 1994		1991 statute includes memo to RCC faculty.
1			Assessment, Placement & Outcomes: Profile of Student Placement Tests	1993		2013-007. Includes student survey results
1			1994 Graduate Survey	1994		2013-007
1			Guide to Selected Policies	1997		Policies include Code of Student Conduct, Drug & Alcohol Policy, Hazing Policy, Right to Protest, Student Grievance Procedure, and Student Rights and Responsibilities
1			Press Kit	2002		
1			Enrollment Management Recruitment, Marketing, and Retention Plan	2005		2014-001
1			Memo	2006		
1			Dr. Randolph W. Bromery STEM Scholars Program brochures	2012		
1			Threat Assessment Alert Referral Form	2013		
1	Admissions/Enrollment		Application forms	n.d., 2012		
1			Program Guide brochure	n.d.		
1			Program Information Request forms	n.d.		
1			Brochures, booklets, postcards, fliers	n.d.		2012-015
1			Brochures	n.d., 1980s-2005		
1			Reports, memos, etc.	1981-1984		
1			Admissions Report	1991		2013-007
1			Tuition Waiver Program reports and memos	1991-1992		
1			Immunization Record forms	1991, c. 2011		
1			Enrollment by program	1992		
1			Enrollment Management Council records	1992, 1999-2001		2014-005
1			Admission Enrollment Management Plan (Draft)	2000		
1			Recruitment Plan	2000		

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1			Dual Enrollment Outreach	2009		2013-009
1			Recruitment Packets	n.d., 2013		One was behind in the library by a high school student on a school visit to RCC
1			Dual Enrollment Application and Fact Sheet	2013		
1			Enrollment Brochures	2016		
1	Alumni		Records	n.d., 2002-2014		Includes RCC Alumni Association Constitution and By-Laws
1			Records	n.d., 1985-1996		2016-002 and 2013-007. Includes constitution and by-laws, meeting minutes and agendas, and Articles of Organization
1			Constitution and Bylaws	2002		
1	Athletics		Fliers	n.d., 1992-1996		
1			Programs and Schedules	n.d., 1983, 1987-1994, 2011/12, 2016-2017		
1			NJCAA Certificate of Membership 2006-2007	2006		2014-008
1	Bookstore		FAQ	n.d.		
1			Records	1990, 1992		2013-007
1	Financial Aid		Guide 1987-88	1987		
1			Memos, brochure, reports	n.d., 1983-1988		
1	Health Services		Health Service Booklet	1977		
1			Memo	1977		
1			Immunization Record forms	TBD		
1			Drug and Alcohol Policies, Abuse Prevention Program	1990		
1			HIV/AIDS Survey and records	1990		2013-007
1	Marketing and Communications		RCC 1st Quarter Press Clippings	1997		
1			RCC Blog	2013-		Online only: See H and Q drives.
1			SmartStart	Fall 2016		First issue
1	Multi-Cultural Institute		Mission Statement	2016		
1	Project Access		Fliers	2017		

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1	RCC Publications	Academic Calendars		1988-1993		
1				1994-1995		
1				1995-1996		
1				1998		
				2011-2012		
1		Catalogs		1976-1978	x	
1				1980-1981	x	
1				1981-1982	x	
1				1983-1984	x	
1				1984-1985	x	
1				1985-1987	x	
1				1987-1988	x	
1				1988-1989	x	
1				1989-1991	x	
1				1992-1994		
1				1993 – 1995	x	
1				1993-95		Second version - not scanned
1				1995 – 1997	x	1 copy is 2012-004
1				1997 – 1998	x	
1				2000 – 2001	x	
1				2004 – 2006 (A)	x	
1				2004-2006 (B)		
1				2007 - 2009	x	
1				2009 - 2011		
1				2010 - 2012	x	
				2012 - 2014	x	Online only
2		Course Schedules	Fall & Spring DCE	1977		
2			Spring & Summer DCE	1978		
2			Fall-Spring DCE	1982-1983		
2			Fall DCE Evening	1983		
2			Fall DCE Day	1983		
2			September DCE Day	1984		
			Fall DCE	1985		
2			January, Fall, Fall DCE & Spring DCE Evening	1986		
2			Spring day only, Summer, Spring DCE	1987		
2			Fall-Spring DCE	1987 – 1988		
2			Fall, Fall-Spring DCE Evenings, Fall DCE	1988		
2			Spring, Spring DCE, Spring DCE Evenings, Fall DCE	1989		

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2			Summer DCE, Fall	1990		
2			Fall, Fall DCE, Spring DCE, Summer DCE	1991		
2			Spring, Spring Revised, Spring DCE, Summer, Fall	1992		
2			Spring, Summer DCE, Summer-Fall, Fall	1993		
2			Spring Boston Business School Campus	1993		
2			Spring, Summer, Fall Day, Fall Day, Evening, & Weekend	1994		
2			Spring, Summer, Fall, Fall Day	1995		
2			Spring, Summer, Fall, Fall Day & Evening	1996		
2			Spring, Spring Master, Summer, Fall, Fall Day & Evening	1997		
2			2 year planning guide for evening students	1997-1999		
2			Spring Day & Evening, Summer, Fall Day & Evening, Fall DCE	1998		
2			Spring, Spring DCE, Spring Take a Course On Us, Summer, Fall, Fall DCE,	1999		
2			Spring, Spring DCE, Intersession, Summer, Fall, Fall DCE, Fall Compact Semester	2000		
2			Spring, Summer, Summer Day & Evening, Fall	2001		
2			Spring, Spring DCE, Summer, Fall, Fall DCE, Autumn Access	2002		
2			Spring, Spring DCE, Fall, Fall DCE	2003		
2			Spring, Summer, Spring and Summer DCE	2004		
2			Fall & Spring DCE	2004-2005		
2			Spring DCE, Summer, Fall	2005		
2			Spring, Spring DCE, Summer, Fall, Fall DCE	2006		
2			Jan Online, Spring, Spring DCE Summer, Summer DCE, Fall	2007		
2			Spring, Summer, Fall	2008		
2			Spring, Summer, Fall, Fall DCE	2009		
2			Spring, Spring DCE, Summer, Fall	2010		
2			Spring, Spring Access, Summer, Fall, Spring DCE	2011		
2			Spring, Spring DCE, Summer, Fall, Fall DCE	2012		
2			Spring, Summer, Summer & Fall DCE, Fall	2013		Summer is photocopy only; no glossy produced
2			Spring, Autumn Access (print-out)	2014		No printed schedule for Autumn Access or Fall 2014
2			Spring, Spring Access (print-out)	2015		Schedules are digital only beyond this point

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3		Programs of Study	Bilingual Program	1979		
3				1996 - 1997		
3				1997 – 1998		
3				1998 – 1999		
3				1999 – 2000		
3				2003 - 2004		One is titled 2004, the other 2003-2004.
3		Student Handbooks		1975-1976	x	
3				1976 – 1977	x	
3				1984 – 1985	x	
3				1989 – 1990	x	
3				1990 – 1991		
3				1993 – 1994	x	
3				1994 – 1995	x	
3				1998 – 1999	x	
3				1999 – 2000	x	
3				2003	x	
3				2006-2007	x	
3				2007-2008	x	
3				2008-2009	x	
3				2009-2010	x	
3				2010-2011	x	
3				2011-2012	x	
3				2012-2013	x	
3				2013-2014	x	
3				2015-2016	x	
3				2016-2018	x	Includes Student Activities Calendar 2016-2017 insert
3		Viewbooks		n.d., 2006, 2010, 2012, 2016		
3		Yearbooks	Yearbook clippings	c. 1970s-1980s		
3			Yearbook	1976	x	
3				1977	x	
3				1978	x	
3				1980	x	
4				1991	x	
4				1993	x	
4				1994	x	
4				1996	x	

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4				1997	x	
4				1998	x	
4				2007	x	One copy from Milton
				2009	x	
4				2010	x	One copy from Milton
				2012		On DVD - see A13
4	Student Publications	Class Publications	Stories for Children	n.d.		
4			Remember the Yesterdays	1985		
4			Moments in Our Lives: New Campus Opening July '87	1987		
4			Determination of Lead Levels in the Drinking Water	1988		
4			Drugs and Boston's Inner-City Neighborhoods: A collection of essays	1988		
4			ESL Rox Voices	1988		
4			ESL Voices	1989		
4			The Heart of Learning: Reflections on the Learning Experience at RCC from Students of Learning to Learn	1989		2013-007
4			ESL Voices	1990		
4			Students' Experience	1990		
4			Book reviews from Advanced Composition Class	1992		2013-009
4			Creative Writing Seminar 1991-1993	1993		1 copy = 2013-009
4			ESL News	1993		
4			<i>On Learning to Read</i> - Papers by students in Children's Literature	1993		2013-009
4			Reflections	1994		
4			Writing Class	1994		
4			A Book of Young Authors	1995		
4			Our Best Compositions	1995		
4			Stories from Our Lives	1995		
4			We Share Our Stories and Lives	1995		
4			Book reviews from Advanced Composition Class	1996		2013-009
4			Russian Roots: The Russians of Boston	1996		1 copy is 2012-001
4			Untitled	1997		
4			Creative Writing Seminar	1998		
4			RCC Student Voices	2000		
4			Untitled	2001		

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4			Continuing the Millennium Trail Volume 1	2012		2012-014
4		Gateway Gazette	Hard copy	2004 Fall	x	
4			Hard and scanned copies	2004 Winter	x	
4			Hard and scanned copies	2005 Spring	x	
4			Hard and scanned copies	2005 Fall	x	
4			Hard and scanned copies	2006 January	x	
4			Hard and scanned copies	2006 April	x	Issue not dated. Date = when issue received.
4			Hard Copy	2006 October	x	
4			Hard Copy	2007 March	x	
4			Hard Copy	2007 May	x	
4			Hard and scanned copies	2007 November	x	
4			Hard Copy	2008 March	x	
4			Hard and scanned copies	2008 May	x	
4			Hard Copy	2008 November	x	
4			Hard Copy	2008 December	x	
4			Hard and scanned copies	2009 February	x	
4			Hard and scanned copies	2009 May	x	
4			Hard and scanned copies	2009 November	x	
4			Hard and scanned copies	2010 May	x	
4			Hard and scanned copies	2010 December	x	
4			Hard and scanned copies	2011 April	x	
4			Hard and scanned copies	2011 October	x	
4			Hard and born digital copies	2012 January	x	
4			Hard and born digital copies	2012 April	x	
4			Hard and born digital copies	Late Spring 2012	x	Special Issue
4			Hard and born digital copies	2012 November	x	
4			Hard and born digital copies	April 2013	x	
4			Hard copy	March 2014	x	
4			Born digital copy	May 2014	x	
4			Hard Copy	November 2014		
5		Rainbow Pages		1996 Spring		1 copy = 2012-001
5				1997		Includes note from editor to President Brown. 1 copy = 2012-001
5		Roxbury Speaks	Roxbury Speaks	n.d., 2010, 2011, 2013		1 copy is 2013-009. Issues 6 and 8 from JoJo Jacobsen
5		RCC Students Newsletter	Hard copy and scanned copy	2003 Fall	x	

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5			Hard copy and scanned copy	2004 March/April	x	
5		RCC Times	Hard copy	1996 Nov 4		2013-008
5			Hard copy and scanned copy	1996 Nov 18	x	
5		Roxbury Chronicle		1998 Nov	x	
5				1999 Jan	x	
5				1999 Mar	x	
5				1999 May	x	
5		Unity Speaks	Manual and Stylebook	1985, 1989		
5			Supporting Material	1983-1990		
5				1976 4 Mar		
5				1976 18 Mar		
5				1976 1 Apr		
5				1976 15 Apr		
5				1976 6 May		
5				1976 25 May		
5				1976 30 Sep		
5				1976 15 Oct		
5				1976 28 Oct		
5				1976 12 Nov		
5				1976 3 Dec		
5				1976 17 Dec		
5				1977 18 Feb		
5				1977 3 Mar		
5				1977 17 Mar		
5				1977 31 Mar		
5				1977 14 Apr		
5				1977 5 May		
5				1977 28 Nov		
5				1978 May		
5				1978 Dec		
5				1979 Apr		
5				1979 Jun		
5				1979 Dec		
5				1980 Apr		
5				1980 Sep		
5				1980 Oct		
5				1980 Nov		
5				1980 Dec		
5				1981 Apr		
5				1981 Sep		

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5				1981 Oct		
5				1981 Nov		
5				1981 Dec		
5				1982 Feb		
5				1982 Mar		
7				1982 Apr		
5				1982 May		
5				1982 Sep		
5				1982 Oct		
5				1982 Nov		
5				1982 Dec		
5				1983 Feb		
5				1983 Mar		
5				1983 Apr		
5				1983 May		
5				1983 Sep		
5				1983 Oct		
5				1983 Nov		
5				1984 Feb		
5				1984 Mar		
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5				1984 May		
5				1984 Sep		
5				1984 Oct		
5				1984 Nov		
5				1984 Dec		
5				1985 Feb		
5				1985 Mar		
5				1985 Apr		
5				1985 May		
5				1985 Oct		
5				1985 Nov (front pg.)		
5				1985 Dec (front pg.)		
5				1986 Feb		
5				1986 Mar		
5				1986 Apr		
5				1986 May		
5				1986 Sep		
5				1986 Oct		
5				1986 Nov		

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5				1986 Dec		
5				1987 Feb		
5				1987 Mar		
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5				1987 May		
5				1987 Sep		
5				1987 Oct		
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5				1987 Dec		
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5				1989 Oct		
5				1989 Nov		
5				1989 Dec		
5				1990 Feb		
5				1990 Mar		
5				1990 Apr		
5				1990 May		
5				1990 Sep		
5				1990 Oct		
5				1990 Nov		
5	Registrar		Change of Address form	n.d.		Picked up from Registrar's Office Aug. 2013
5			Course Change form	c. 2000		
5			MyRCC form	n.d.		Picked up from Registrar's Office Aug. 2013
5			Print-outs from web	2011		

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5			RCC Electives list	n.d.	Picked up from Registrar's Office Aug. 2013
5			Steps to Enroll form	n.d.	Picked up from Registrar's Office Aug. 2013
5			Transcript Request form	2007	Picked up from Registrar's Office Aug. 2013
5	Student Activities Office		Annual Report	n.d.	
5			FAQ by Students at RCC	n.d.	
5			Student Life and Student Engagement brochure	n.d.	
5			Newsletters	1992-1993	
5		Student Clubs	Records of Club Pride	1999-2000	2015-005
5		Student Government Association	Brochures	n.d., 1999	
5			Constitutions and other records	n.d., 1977, 1980, 1987	One 1987 Constitution is 2012-004
5			Flier	1982	
5			Newsletter	1994	
5			Minutes	2009, 2013	
5			Application 2013-2014	2013	
5			Election results	2013	From web and email
5	Upward Bound		Application form	1999-2000	Program used to be run through RCC Dept. of Math and Science and the Roxbury Multi Service Center
			Records	2000	2013-007
			Print-outs from web	2011	