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## Finding Aid to the Admissions Office Records

### Admissions Office

Admissions Office, Records, 1890s-  
3 linear ft.

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[Box and Folder List](#)

### OVERVIEW

**Links:** Finding Aid to the [Orientation and Student Success Inventory](#)

**Access:** The collection is open under the rules and regulations of the University Archives.

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**Citation:** [Identification of item]. Admissions Office Records, University Archives, North Dakota State University, Fargo.

### BOX AND FOLDER LISTING

Box/Folder	Contents
1/1	Finding Aid
1/2	Photocopy – see Early NDAC Publications for originals.
1/3	North Dakota Agricultural College - Circular of information sent on application –

address, J.H. Worst, President, Agricultural College P.O., North Dakota - ca. 1890s

- 1/4 The North Dakota Agricultural College - Offers Girls a good Literacy and Scientific Education, and in connection therewith, Practical Training in Household Economy..... Circulars giving full information regarding advantages offered by the Agricultural College sent on application. ca. 1890s
- 1/4a Recruitment Letter/Brochure - 2 year course in agriculture; 2 year course in steam engineering; graduate courses of four years in agriculture, general science, mechanical; short course in household economics; etc. - c.1900-1901
- 1/5 North Dakota Agricultural College - Course in Farm Husbandry - 23 page brochure- 1906
- 1/5a Information Card – pre-1911
- 1/6 An Opportunity for Every Young Man and Young Woman - An Education for All - The North Dakota Agricultural College - c.1911
- 1/7 A Friendly Greeting to the High School Students of North Dakota - c.1916
- 1/8 School of Agriculture - Opportunities for Trained Men in Agriculture - 1924
- 1/9 North Dakota’s Agricultural College - Some Facts About It - c.1933/34
- 1/10 Education A Guide to Success - Brochure - 1937
- 1/11 N.D.A.C. Offers The Training You Need It’s Well worth Looking Into - 1943
- 1/12 Train in North Dakota for Post-War Positions - c.1945
- 1/13 What is NDAC - Some Facts About The North Dakota Agricultural College - 1950
- 1/13a Serving the Entire State of North Dakota... - postcard sized promo card – c. 1950s
- 1/14 “The Story of NDAC - to make a long story short” - 1952
- 1/15 NDAC - “The People’s College” - c.1954
- 1/16 Fifty Years of Paint Chemistry at NDAC - brochure - 1905-1955
- 1/17 “The N.D.A.C. Campus - Progress in Education and Research” - 1954
- 1/18 “You’ll Love College Life at North Dakota State” c.1950s
- 1/19 “Welcome to the N.D.A.C. Campus” – September 1951
- 1/20 “Welcome! NDAC” - c. late 1950s
- 1/20a Expense Sheet for women – September 1956
- 1/20b “The Peoples College” – North Dakota State College – notepad in shape of ND – c. 1956
- 1/21 Fargo is a Good Place to Go to School - c.1960s
- 1/22 A Look at NDSU - c.1962, Facts and Features – 1961-1962
- 1/23 “Welcome to NDSU” - c. 1963
- 1/24 Tour Commentary - For Bus Tours of NDSU Campus - 9/1/1964
- 1/25 “The 75th Anniversary Guide” & Schedule of Events - 1965
- 1/26 Agricultural Institute - Choose from 20,000,000 Jobs for Men and Women - 1967
- 1/27 NDSU at a Glance - c.1967 (BOX 3)
- 1/28 Medical Technology - brochure - 1969
- 1/29 Introducing NDSU - c.1960s
- 1/30 Campus Guides - 1960s & 1970s [2] (BOX 3)
- 1/31 North Dakota State University - information packet - 1969-70
- 1/31a Brochure - mmmMMMoooOO - March/April 1973

- 1/31b NDSU Information Packet – 1971-1972
- 1/32 NDSU Information & Costs - 1970, 1971-72, 1972-73, 1973-74
- 1/32a Fact Sheets – 1973-1974
- 1/33 Army ROTC - Scholarship Program - 1972-73
- 1/34 Sociology-Anthropology - c.1973
- 1/35 “Hello” to prospective students - postcard - 1973
- 1/36 *Inside NDSU* - c.1973
- 1/37 The Study Hall Reader - NDSU’s Newsletter for H.S. students - 1974
- 1/38 *Inside NDSU* & response card - 1974
- 1/39 Admissions Application & Directions -1974
- 1/40 NDSU’s Newsletter for Prospective Students - 1974
- 1/41 Drama Workshop - The Prairie Stage - 1974; College of Home Economics (1975-1976):  
Curriculum Options, New Students, Transfer Students, Men in Home Economics,  
General Home Economics, Home Management-Family Economics, Textiles and  
Clothing, Home Economics Education, Food and Nutrition, Child Development-  
Family Relations, Design, Home Economics Associate Degree Programs
- 1/41a Information Packet - 1975
- 1/42 *The NDSU Newsletter* - Winter, 1975
- 1/43 *The NDSU Newsletter* - Winter, 1975
- 1/44 High School public relations - 1975
- 1/45 Newsprint type - Engineering and Architecture at NDSU - 2 issues - c.1975
- 1/45a Fact Sheets - 1976
- 1/46 Information Packet - 1976
- 2/1 *Inside NDSU* - 1976
- 2/2 NDSU General Information - Fact Sheet - 1976-1977
- 2/3 Fact Sheet - Undergraduate International Students - 1977
- 2/4 Fact Sheet - For Parents - c.1977
- 2/5 *Inside NDSU* - 1977
- 2/6 *Inside NDSU* - 1978
- 2/7 Information Night - Wahpeton - 1978
- 2/8 Make Yourself at Home – n.d.
- 2/9 Request cards, Visitor cards, Prospective Student cards – n.d.
- 2/10 Applications Procedures & Application - 1979
- 2/11 Option in Human Services; Business Cooperative Program; Dietetics for Indians;  
Fine Arts in Drama;Mathematics & Computer Science; Political Science;  
Health Services Management; Polymers & Coating; Campus Ministry; &  
Scholars Program - c. 1970s
- 2/12 It’s Your Choice - College of Arts, Humanities & Social Sciences; College of  
Home Economics; Physics; Agricultural Education; Mechanized Agriculture;  
Army ROTC ; Agricultural Engineering; College of Engineering & Agriculture;  
College of Science and Mathematics; College of Agriculture; College of  
Home Economics; “There’s a place for you in this picture...” - College of  
University Studies - c.1970s
- 2/13 Postcards - Hello’s, Thank Yous, General Information - c.1970s (BOX 3)

- 2/14 Admissions Newsletters – 1974, 1980
- 2/15 Is College in Your Future?, General Brochures – 1980s
- 2/16 *Inside NDSU* - 1980
- 2/17 *1980 Guide to Post-Secondary Opportunities in North Dakota*
- 2/18 *Inside NDSU* - 1981
- 2/19 NDSU Application Procedures – 1981, We’re Glad You Visited – 1980’s
- 2/20 “Basic Facts & Figures for Prospective Students” - 1978, 1980, 1981, 1982,  
1984, 1985, 1986-1987, 1987-88, 1988-89
- 2/21 *Inside NDSU* - 1982
- 2/22 Fact Sheet – Sociology and Anthropology - 1982
- 2/23 *Briefs for Prospective Students* – 1981 – **See: Oversized Print Materials – Box 3**
- 2/24 *Briefs for Prospective Students* - c.1984 – **See: Oversized Print Materials – Box 3**
- 2/25 *Inside NDSU* - 1986
- 2/26 *Inside NDSU* - 1987
- 2/27 View Book Type Concepts (notations in each for updates & changes) : *Inside NDSU*  
- Fall 1987
- 2/28 Application & Application Procedures – 1987, 1988
- 2/29 NDSU - PR piece - c.1987
- 2/30 View Book Type Concepts (notations in each for updates & changes) : NDSU -  
Winter, 1987
- 2/31 View Book Type Concepts (notations in each for updates & changes) : Basic Facts  
& Figures for prospective students - 1987-1988
- 2/32 Marketing Report on Costs and Yields - Prepared by George Wallman, Office of  
Admissions, January, 1988
- 3/1 General Information – 1988-1989
- 3/2 Marketing and Consulting Services, Student Recruitment, NDSU – Flint  
Communications, March 1998
- 3/3 Making Choices... life after high school - NDSU - 1988; NDSU PR piece – 1988, 1989
- 3/4 Thanks for Visiting NDSU - Reply Postcard - 8/88
- 3/5 Application & Application Procedures - 1988
- 3/6 *Briefs for Prospective Students*<sup>1</sup> - Fall 1988 – **See: Oversized Print Materials – Box 3**
- 3/7 *News for Prospective Students* - Spring, 1989 - **See: Oversized Print Materials – Box 3**
- 3/8 Recruiting Guides - 1989
- 3/9 View Book - 1989-1990
- 3/10 Application Procedures - 1989-1990
- 3/11 Moving with Vigor Into the ‘90s - 1990
- 3/12 Recruiting Guide & Brochure - 1990
- 3/13 NDSU Facts – 1990-1992
- 3/14 View Book - 1990-1991
- 3/15 Application Procedures - 1990-1991, n.d.
- 3/16 NDSU Facts (complete set) 1991

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<sup>1</sup> Additional issues: 1975, 1978, late 1970s, 1980, 1981, 1984, 1985, 1986, 1987

3/17 Pictorial PR pieces, Application Procedures, View Book - 1991-1992

3/18 View Book materials - 1992

3/19 NDSU Brochure, Prospective Student Card - 1992

3/20 Application Procedures - 1992-1993

3/21 NDSU Packet (complete) - 1991

3/22 Application, Brochures: North Dakota State University, Fargo, North Dakota; North Dakota State University; Discover NDSU; We're Glad You are Visiting NDSU - 1993

3/23 Application Procedures - 1993-1994

3/24 View Book - 1993-1994

3/25 NDSU Facts/Costs - 1993-1994

3/26 College in the 90's materials - 1993

3/27 Brochures: North Dakota State University, Fargo, North Dakota; Discover NDSU (small brochure & larger brochure - postcard returns); Discover agricultural sciences, business and technology - NDSU; We're glad you are visiting NDSU; You're invited to discover NDSU, Visit/Prospective Student/Request cards - 1994

4/1 View Book - 1994-1995

4/2 Applications (2) & Brochures: NDSU; Discover NDSU; Thanks for visiting NDSU; We're Glad you are visiting; You are invited to Discover NDSU (Spring, 1995 & Fall, 1995) Discover agricultural sciences, business and technology; Natural Resources Management - 1995

4/3 View Book - 1995-1996

4/4 NDSU Packet - Brochures, response cards, application - 1996-1997

4/5 NDSU Packet - complete - 1996-1997

4/6 DISCOVER NDSU - brochures, postcard, recruitment poster - 1996-1997

4/7 DISCOVER - Agricultural Sciences, Business & Technology - Feb. 10, 1996

4/8 NDSU Profile Brochure - 1996

4/9 *NDSU Facts* - Complete Set - 1997-98 - Admissions office

4/10 "Your Collegiate Timetable" - NDSU - n.d.

4/11 High School visitation sign - NDSU - n.d.

4/12 Law Enforcement Option - NDSU - n.d.

4/13 Discontinued Sophomore/Junior Brochures & Choices NDSU - (2) n.d.

4/14 School Report (in-house for H.S. visitations); School Relations Weekly Report (in-house for H.S. visitations) - n.d.

4/15 Request for Information - High School Relations Office postcard - n.d.

4/16 Office of Admissions stationery - various styles, n.d.

4/17 NDSU (empty) Folders c.1967 (1), c.early 1970s (3), c. mid-1970s (1), 1987 (1), Early 1990s, 1996 (1), 1997, 1998, 1999, n.d. (1)

4/18 Campus Maps (various) - n.d.

4/19 Admissions Applications & Procedures: NDAC (n.d.); NDAC [3] (n.d.)

4/20 Letter to NDSU Employees - re: children - c.1980s, 1995, 1996, 1997, 2004

4/21 Student Employee Training Manual - 1988

5/1 PR pieces - 1980s-1990s

- 5/2 NDSU Information - Request Cards, Visit Cards, Brochure - 1997-1998
- 5/3 NDSU Information - Prospective Student Card, Request Card, Visit Card, Alumni Referral Card, Discover NDSU information, transfer student admissions, post card, Brochures, Family Handbook – 1998
- 5/4 NDSU Information – postcards, student-family profile, application procedure & forms, family weekend, transfer student admissions, campus visit, family handbook, academic dates & deadlines - 1999
- 5/5 Viewbook - 1997-1998, 1999
- 5/6 Thank you card - Office of Admissions - 1996-1997
- 5/7 Invitation - You are the KEY to our success - 1997
- 5/8 Thank you - “For helping us make the telemarketing campaign the most successful in our history!” - 1997
- 5/9 Blank Card - 1997
- 5/10 Thank you card - Campus Visit - 1997
- 5/11 Brochures - Campus Visits: “We’re glad you are visiting”; “You are invited to discover NDSU”; “Campus Visits 1997-1998” - 1997-1998
- 5/12 “Did you know...” Card - 1997
- 5/13 Alumni Referral Card - 1997 \_
- 5/14 Certificate - Admission with distinction - 1997;1998, 2003
- 5/15 Brochures - Campus Visit Opportunities - 1998-1999
- 5/16 Invitation - “You don’t have FAR to GO” - 1998
- 5/17 Postcard - “Next Year we hope you’ll be celebrating your birthday at NDSU” - 1998
- 5/18 Brochures - Campus Visits - “We’re glad you are visiting”; “You are invited to Discover NDSU - 1998
- 5/19 NDSU Visit Card - 1998
- 5/20 Congratulations on your admission to NDSU - 1998
- 5/21 Alumni and Admission Contact Team Newsletter – November 1996, Dec. 1997, March 2000
- 5/22 Application Procedures and Forms - 1998-1999, n.d.
- 5/23 Viewbook - 1998-1999, 1999-2000
- 5/24 Family Handbook – 1998-1999
- 5/25 *Bison Beginnings* – February 1998; Spring 1999; Fall 1999; Winter 1999; Fall, 1999; Spring 2000; Spring 2001; Fall 2001; Winter 2001; Spring 2002; Winter 2002
- 5/26 Admissions Broadcasts - 1989
- 5/27 U.S. News and World Report – America’s Best Colleges - 1993
- 5/28 Spectrum Articles and Clipping - 1996-1998
1. “Families, students invited to ‘discover’ SU” - *The Spectrum* - Oct. 8, 1996
  2. NDSU named one of the country’s 100 best college buys - *It’s Happening at State* - May 14, 1997
  3. “SU students get one of the best college buys” - *The Spectrum* - Aug. 26, 1997
  4. Final fall enrollment figures better than expected - *It’s Happening at State* - Sep. 24, 1997

5. Flint Communications outlines three year advertising campaign - It's Happening at State - Sep. 16, 1998
  6. "SU unveils new 3-year advertising campaign" - *The Spectrum* - Sep. 27, 1998
  7. NDSU enrollment increases 124 students to 9,626 - It's Happening at State - Sep. 23, 1998
  8. NDSU listed in 'best buys' edition - It's Happening at State - Sep. 23, 1998
- 5/29 Application Procedures and Forms - July 2000, July 2003
- 5/30 NDSU Information - See Us Virtual postcard, birthday and post-visitation post card, Brochures – 1999, 2000
- 5/31 *NDSU News* (A Resource for High School Counselors) - Fall 1999, Fall 2000; Fall 2001
- 5/32 COAR (Conference, Orientation, and Recruitment) Team nominations – 2001, 2002, 2003
- 5/33 Faculty/Staff Referral forms for prospective students – 2001, 2002
- 5/34 Recruitment Information – 2001
- 5A/1 Recruitment Information – 2002
- 5A /2 Recruitment Information - 2003
- 5A /3 Recruitment Information – 2004
- 5A /4 Recruitment Information – 2005
- 5B/1 Recruitment Information – 2006
- 5B/2 Recruitment Information – 2007
- 5B/3 Recruitment Information – 2008
- 5B/4 Recruitment Information – 2009

#### Video Tapes

- #5 - c.1992 - 4 min. 45 sec. - Narrator - Ed Schultz - Typical Fall Quarter at NDSU
- #14 - c.1993-1994 - 4 min. 44 sec. - Narrator - Ed Schultz - Typical Fall Semester at NDSU
- #16 - c.1993-1994 - 4 min. 48 sec. - Narrator - Ed Schultz - Typical Fall Semester at NDSU