Guide to the University of San Diego Undergraduate Orientation records

Finding aid prepared by Ashley Toutain
University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
San Diego, CA 92110
Telephone: 619-260-2730
Email: spcoll@sandiego.edu
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Overview of the Collection

Title: University of San Diego Undergraduate Orientation records

Date (inclusive): 1975-2018

Collection number: USDA_2018_005

Creator: University of San Diego Division of Student Affairs

Extent: 3 total boxes, 1 oversize, (3 linear feet); approximately 3800 digital files (10.1 GB)

Repository: University of San Diego, Archives and Special Collections

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5998 Alcalá Park
San Diego, CA 92110
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Abstract: This collection includes planning materials, assessments, publications, and photographs for undergraduate freshman and transfer student orientations.

Languages: English

Historical Note

Orientation is the University’s effort, prior to the beginning of classes, to orient new incoming students to the University of San Diego campus and to build community. It is a way for new students to get acquainted with their peers, student life, life in San Diego, and campus services. As freshmen comprise the largest number of new students arriving each fall, fall freshmen orientation is the largest event. New students are provided with information about living on campus, issues facing college students, academic success, and what campus resources are offered to students. Transfer student orientation is also included in the fall and spring orientation events, as well as orientation information provided to parents and families. Orientation is planned and led by administration and students. Upwards of seventy students make up the orientation team. Beyond being titled Orientation or Orientation Week, orientation has also been titled O-Week, Torero Days, and OLE! Weekend. It has been led by the Orientation Team, the O-Team, and the T-Squad.

Scope and Content Note

This collection primarily consists of planning materials for University of San Diego undergraduate freshman and transfer student orientations. These include both fall and spring orientations, and proposals for summer orientations. Among the planning materials are budgets, logistical information, meeting minutes, memoranda, and schedules. Assessments, surveys, and reports of the events provide an overview of what occurred, changes to be made, and the reactions of those involved. Also included are publication materials including mailers, fliers, calendars, handbooks, and schedules. Photographs of orientation events and activities are included. These are in slide, negative, .jpg, slideshow, and print form. Photographs of the 1988 and 1991 Orientations have also been compiled into three scrapbooks. Also included are t-shirts given to orientation team staff, and an educational video created by students and staff shown during the Celebrating Diversity program in circa 2005 to 2008.

Arrangement

These records are arranged into five series:

Series I. Planning

Series I is further arranged into two subseries:

Subseries A. Physical documents
Subseries B. Shared drive files

Series II. Publications

Series III. Photographs

Series IV. Videos

Series V. T-Shirts

Alternative Form of Materials Available

Digital copies of three scrapbooks have been made.

Access

The majority of this collection is open for research. Some digital files may be restricted.

Preferred Citation
Acquisition Information
Gift of Marie Minnick, Assistant Dean of Students and Allie Ross, Assistant Director of Student
Accruals are expected.

Processing Information
This collection was processed by Ashley Toutain in 2020.
Additional information on digital processing procedures is available in Archives processing files.

Related Material
Orientation materials are also available in the Associated Students records.

Subjects and Indexing Terms
University of San Diego Division of Student Affairs

San Diego (Calif.)

student orientation

scrapbooks

Series I: Planning 1975-2018
Scope and Content Note
Planning materials include budgets, logo designs for t-shirts, logistical information, meeting
minutes, memoranda, and schedules. Proposals for summer orientation are also included.
Materials are both for the freshman undergraduate orientations as well as for transfer
student orientations. Assessments including surveys and reports are included along with
photographs.
Arrangement
This series contains both physical documents and digital records. Digital records beginning
in 2013 were saved to a shared drive. This series is organized into two subseries to reflect
the two types of records.

Subseries A: Physical documents 1975-2017
Scope and Content Note
Physical materials include budget information, t-shirt designs, memoranda, assessments,
and summer orientation proposals.
Arrangement
Physical materials are arranged chronologically.

Box/Folder: 1 / 1  USD Orientation Logos 1975-1986
Box/Folder: 1 / 2  USD T-Shirts Logos and Invoices 1989-2011
Box/Folder: 1 / 3  Orientation Budget/Expenses 1991-1995
Box/Folder: 1 / 4  Orientation Schedule and Statistical Data 2003
Box/Folder: 1 / 5  Torero Days Schedules 2006-2014
Box/Folder: 1 / 6  Orientation Communication / Marketing 2007-2008
Scope and Content Note
[Assessment reports.]

Box/Folder: 1 / 7  T-Days Mega Memo 2006, 2009, 2010
Series I: Planning 1975-2018

Subseries A: Physical documents 1975-2017

Box/Folder: 1 / 8

**Torero Days 2008**

Scope and Content Note

[Torero Days planning materials. Also includes two compact discs of photographs. One disc includes photographs of Thomas Cosgrove dated 1976 to 2006. One includes a 2010 video slideshow.]

Processing/Project Information

Contents on discs have been copied to preservation storage Cop-Darc/University Records/Orientation. Discs remain in their original location.

Box/Folder: 1 / 9

**OLE! Weekend 2012-2015**

Scope and Content Note

[Schedule, responsibilities, and summer proposal.]

Box/Folder: 1 / 10

**Orientation Budget circa 2016**

Scope and Content Note

[Includes budget, assessment and summer orientation proposal materials.]

Box/Folder: 1 / 11

**Spring Orientation 2016**

Box/Folder: 1 / 12

**OLE! Weekend and Transfer Fall Orientation 2017**

Subseries B: **Shared drive files 2013-2018**

Scope and Content Note

Digital files include assessments, surveys, reports, and planning materials for events and activities. Meeting minutes, text for informational correspondence, memoranda, schedules, programs, handbooks, and logistical information are included. Materials are both for the freshman undergraduate orientations as well as for transfer student orientations. Photographs are also included throughout these files.

Access Information

Some materials may be restricted to departmental use only due to FERPA regulation and PII.

Processing/Project Information

This portion of the collection was downloaded from the shared drive and copied to archival storage using Exactly. File system directories, checksums, and bulk extractor reports have been created. Thorough inspection of the files has not been conducted to redact personally identifiable information. Archivist will need to assess files for PII prior to access.

Arrangement

Digital records remain in their original file listing. These are primarily organized by year.

Series II: **Publications 1991-2018**

Scope and Content Note

Publications consist of Orientation booklets, calendars, and program guides.

Digital copies of handbooks and information can also be found in Series I Subseries B: Shared drive files organized by year.

Box/Folder: 1 / 13

**Orientation Program Guide 1991-1999**

Box/Folder: 1 / 14

**Freshman Orientation Booklets 2000-2005**

Box/Folder: 1 / 15

**Torero Days Booklets 2006-2012**

Box/Folder: 1 / 16

**Transfer Student Orientation Booklets 2000-2005**

Box/Folder: 1 / 17

**Transfer Torero Days Booklets 2006-2012**

Box/Folder: 1 / 18

**Parent Handbook Booklets 2004-2006**

Box/Folder: 1 / 19

**Torero Days Parent Information Booklets 2006**

Box/Folder: 1 / 20

**New Parent and Family Calendar 2011-2012**

Box/Folder: 1 / 21

**OLE! Weekend Publications 2014**
<table>
<thead>
<tr>
<th>Box/Folder: 1 / 22</th>
<th>Parent Folder 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder: 1 / 23</td>
<td>Orientation Publications 2017</td>
</tr>
<tr>
<td>Box/Folder: 1 / 24</td>
<td>Orientation Publications 2018</td>
</tr>
</tbody>
</table>

**Series III: Photographs 1980-2012**

Scope and Content Note
Photographs include negatives, slides, .jpg images, prints, a slideshow, and scrapbooks. These are photographs of Orientation activities and events, as well as of Orientation student and administrative staff.
Photographs can also be found in Series I Subseries B: Shared drive files organized by year.

<table>
<thead>
<tr>
<th>Box/Folder: 1 / 25</th>
<th>Slides - Orientation Events 1980s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder: 1 / 26</td>
<td>Up to 1990s Photos circa 1980s</td>
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</tbody>
</table>

Scope and Content Note
[Orientation team.]

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Box/Folder: 1 / 40</td>
<td>T-Squad photographs 2012</td>
</tr>
</tbody>
</table>

Scope and Content Note
[Includes book of photographs.]

<table>
<thead>
<tr>
<th>Box/Folder: 1 / 41-53</th>
<th>[Orientation Events] circa 2000s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder: 2 / 1</td>
<td>Orientation Scrapbook 1988</td>
</tr>
</tbody>
</table>

Alternative Form of Materials Available
A digitized version of this scrapbook is available as TIFF and PDF.

<table>
<thead>
<tr>
<th>Box/Folder: 2 / 2-3</th>
<th>Orientation Scrapbooks 1991</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder: 2 / 4-5 (slide boxes)</td>
<td>[Orientation Event slides] 2000</td>
</tr>
</tbody>
</table>

Scope and Content Note
[Titles include Bazaar, Day at Green, Karaoke, Mix, Move In, Zoo, and Healthy Choices.]

**Series IV: Videos 2005**

<table>
<thead>
<tr>
<th>Box/Folder: 1 / 54</th>
<th>Celebrating Differences Hate Crimes at USD circa 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder: 3 (Oversize)</td>
<td>Orientation T-Shirts 2003-2012</td>
</tr>
</tbody>
</table>

Scope and Content Note
[Video used in new student orientation program called Celebrating Differences. Used from approximately 2005 to 2008. Two copies of disc.]
Processing/Project Information
Video was copied to .MOV using WinX DVD ripper. Discs remain in box 1. .MOV file located in digital preservation storage Cop-Darc/University Records/Orientation.

**Series V: T-Shirts 2003-2012**

<table>
<thead>
<tr>
<th>Box/Folder: 3 (Oversize)</th>
<th>Orientation T-Shirts 2003-2012</th>
</tr>
</thead>
</table>

Scope and Content Note
[Includes nine O-Board, O-Team, and T-Squad t-shirts.]