

University of San Diego

Digital USD

University Records

Finding Aids

1-2020

Guide to the University of San Diego Undergraduate Orientation records

University of San Diego Division of Student Affairs

Follow this and additional works at: <https://digital.sandiego.edu/findingaidsur>

Digital USD Citation

University of San Diego Division of Student Affairs, "Guide to the University of San Diego Undergraduate Orientation records" (2020). *University Records*. 50.

<https://digital.sandiego.edu/findingaidsur/50>

This Finding Aid is brought to you for free and open access by the Finding Aids at Digital USD. It has been accepted for inclusion in University Records by an authorized administrator of Digital USD. For more information, please contact digital@sandiego.edu.

TABLE OF CONTENTS

[Overview of the Collection](#)

[Historical Note](#)

[Scope and Content Note](#)

[Arrangement](#)

[Index Terms](#)

[Related Material](#)

[Administrative Information](#)

[Detailed Description of the Collection](#)

[Planning, 1975-2018](#)

[Publications, 1991-2018](#)

[Photographs, 1980-2012](#)

[Videos, 2005](#)

[T-Shirts, 2003-2012](#)



Guide to the University of San Diego Undergraduate Orientation records

Overview of the Collection

Title: University of San Diego Undergraduate Orientation records

Dates: 1975-2018

Creator: University of San Diego Division of Student Affairs

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

Summary: This collection includes planning materials, assessments, publications, and photographs for undergraduate freshman and transfer student orientations.

Identification: USDA_2018_005

Language: English

Repository: [University of San Diego, Archives and Special Collections](#)
Copley Library
5998 Alcalá Park
San Diego, CA 92110
Telephone: 619-260-2730
spcoll@sandiego.edu

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.

[Return to the Table of Contents](#)

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.

[Return to the Table of Contents](#)

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](#)

[Return to the Table of Contents](#)

Restrictions

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

[Return to the Table of Contents](#)

Related Material

Orientation materials are also available in the [Associated Students records](#).

[Return to the Table of Contents](#)

Index Terms

University of San Diego Division of Student Affairs
San Diego (Calif.)
student orientation
scrapbooks

[Return to the Table of Contents](#)

Administrative Information

Preferred Citation

[Folder Title], Box # Folder #, University of San Diego Undergraduate Orientation records, Copley Library, University of San Diego, Archives and Special Collections.

Acquisition Information

Gift of Marie Minnick, Assistant Dean of Students and Allie Ross, Assistant Director of Student Onboarding.

Processing Information

This collection was processed by Ashley Toutain in 2020.

Additional information on digital processing procedures is available in Archives processing files.

Digital copies of three scrapbooks have been made.

[Return to the Table of Contents](#)

Detailed Description of the Collection

Series I: Planning, 1975-2018

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.

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

Physical materials include budget information, t-shirt designs, memoranda, assessments, and summer orientation proposals.

Physical materials are arranged chronologically.

Box Folder

- | | | |
|---|----|--|
| 1 | 1 | USD Orientation Logos, 1975-1986 |
| | 2 | USD T-Shirts Logos and Invoices, 1989-2011 |
| | 3 | Orientation Budget/Expenses, 1991-1995 |
| | 4 | Orientation Schedule and Statistical Data, 2003 |
| | 5 | Torero Days Schedules, 2006-2014 |
| | 6 | Orientation Communication / Marketing, 2007-2008
[Assessment reports.] |
| | 7 | T-Days Mega Memo, 2006, 2009, 2010 |
| | 8 | Torero Days, 2008
[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.]
Contents on discs have been copied to preservation storage Cop-Darc/University Records/Orientation. Discs remain in their original location. |
| | 9 | OLE! Weekend, 2012-2015
[Schedule, responsibilities, and summer proposal.] |
| | 10 | Orientation Budget, circa 2016
[Includes budget, assessment and summer orientation proposal materials.] |
| | 11 | Spring Orientation, 2016 |

Subseries B: Shared drive files, 2013-2018

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.

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

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.

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

Series II: Publications, 1991-2018

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 |
| | 14 | Freshman Orientation Booklets, 2000-2005 |
| | 15 | Torero Days Booklets, 2006-2012 |
| | 16 | Transfer Student Orientation Booklets, 2000-2005 |
| | 17 | Transfer Torero Days Booklets, 2006-2012 |
| | 18 | Parent Handbook Booklets, 2004-2006 |
| | 19 | Torero Days Parent Information Booklets, 2006 |
| | 20 | New Parent and Family Calendar, 2011-2012 |
| | 21 | OLE! Weekend Publications, 2014 |
| | 22 | Parent Folder, 2016 |
| | 23 | Orientation Publications, 2017 |
| | 24 | Orientation Publications, 2018 |

Series III: Photographs, 1980-2012

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.

Box Folder

- 1 25 Slides - Orientation Events, 1980s
- 26 Up to 1990s Photos, circa 1980s
[Orientation team.]
- 27-39 Orientation Team photographs, 1995, 1999-2000, 2002-2011
- 40 T-Squad photographs, 2012
[Includes book of photographs.]
- 41-53 [Orientation Events], circa 2000s
[Contact sheets and negatives.]

Box Folder

- 2 1 Orientation Scrapbook, 1988
- 2-3 Orientation Scrapbooks, 1991
- 4-5 [Orientation Event slides], 2000
(slide
boxes)

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

Series IV: Videos, 2005

Box Folder

- 1 54 Celebrating Differences Hate Crimes at USD, circa 2005
[Video used in new student orientation program called Celebrating
Differences. Used from approximately 2005 to 2008.
Two copies of disc.]
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

Box

- 3 Orientation T-Shirts, 2003-2012
(Oversize)

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