

FINDING AID FOR THE UHCL STUDENT LIFE OFFICE RECORDS, 1978-2003 (#2009-0007)

Contact Information:

University of Houston-Clear Lake Archives
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Descriptive Summary

Repository (049): University Archives

Collection # (099): 2009-0007

Title (245) UHCL Student Life Office Records

Creator (100/110): Student Life Office

Inclusive Dates: 1978-2003

Bulk Dates: 1988-94

Extent (300): 6.5 linear feet (13 boxes)

Language (546): English

Administrative Information

Restrictions on Access (506): None

Restrictions on Use (540): None

Acquisition Information (541): These office files were given to the archives from the Student Life Office in two separate transfers. On May 10, 2004 Sue Fellman of the Student Life Office donated eight record storage boxes. The preliminary inventory reduced the number of boxes to seven. The second transfer on July 6, 2004 consisted of one album containing Student Life photos, and was transferred by Assistant Student Life Director Andrew Reitberger. These photos will be processed separately into the UHCL photo collection.

Processed by (583): Jean Grant, September 2009

Preferred Citation (524): UHCL Student Life Office Records (#2009-0007), University of Houston-Clear Lake Archives

Biographical/Historical Note (545)

The Student Life Office provides programs and services to support students' educational experiences. It is comprised of five components: Orientation, Student Organizations and Student Government

Association, Special Events Program, Fitness Center, and Honor Societies. The Student Life Office also provides locker rentals, student ID cards, vending machine refunds and ticket sales to various university events. Additionally, the office approves all information for posting within the university.

Orientation to UHCL is offered prior to each fall and spring semester through the Orientation component, for both undergraduate and graduate students.

Student Organizations are student groups that are formally recognized by the university and follow university guidelines and policies for their activities.

The Student Government Association, with representation from each of the approximately 70 recognized student organizations at UHCL, funds and assists these organizations. Formerly called the Student Forum, the name was changed in 1996 to SGA, which also appoints students to university committees and conveys student concerns and initiatives to the university administration.

The Special Events Program provides cultural arts and special events. The events include theater, music and dance productions, visual arts exhibitions, distinguished lecturers, Welcome Week activities, and the Chili Cook-Off.

The Fitness Center is comprised of the Fitness Zone, which houses free weights and aerobic machines, and hosts different athletic tournaments, educational programs and the 100 Mile Run/Walk Challenge.

UHCL's nationally affiliated honor societies recognize students' academic excellence and achievement.

Scope and Content (520)

The bulk of the collection consists of Student Forum and Student Government Association records. These records, which were originally housed in binders, include topics such as meeting agendas and minutes, committees and representatives, resolutions, correspondence, activities, budgets, and organized events.

Student Organization Handbooks and Directories make up the majority of the rest of the collection. Student Organizations consist of academic program areas and majors as well as social, recreational and religious interests. The Directories are listings of all recognized student organizations on campus and contain short descriptions of purpose and requirements for membership in each organization. Student Organization Handbooks provide guidelines and policies for the running of the organizations. The handbooks and directories files both contain master copies and original marked-up copies in revision for the next academic school year. Rosters of student organization officers from 1978-1996 are also included as well as organizational budget requests.

A few miscellaneous files include Student Life Office banquet programs, a camping handbook, and a New Student Orientation Leader Handbook.

Index Terms (6xx):

Student Organizations

Arrangement (351)

The majority of these records were originally housed in binders according to school year. The Student Forum and Student Government Association binders were comprised of files documenting the general activities of those organizations in each academic school year represented. The files were removed from the binders and re-housed into acid-free folders, keeping the original order. Student Organization materials that were originally housed in binders or were loose within the original transfer boxes have been placed in acid-free folders and arranged in chronological date order.

The collection has been arranged into four series, which are: UHCL Student Forum, UHCL Student Government Association, Student Organizations, and General Files.

Items Separated

During the preliminary inventory process, duplicate Student Organization Handbooks were removed from the collection and sent to be cataloged and shelved within the UHCL book collection in the archives. Photos will be removed from the photo album and will be processed into the UHCL photo collection at a later date.

Inventory

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
1		UHCL Student Forum	
	1	1978-79	1978-79
	2	1979-80	1979-80
	3	1980-81	1980-81
	4	1981-82	1981-82
	5	1982-83	1982-83
	6	1983-84	1983-84
	7	1984-85	1984-85
2	1	1984-85	1984-85
	2-3	1985-86	1985-86
	4-7	1986-87	1986-87
	8	1987-88	1987-88
3	1-2	1987-88	1987-88
	3-5	1988-89	1988-89
4	1-2	1989-90	1989-90
	3	1990-91	1990-91
5	1-2	1990-91	1990-91
	3-5	1991-92	1991-92
6	1	1992-93	1992-93
	2-3	1993-94	1993-94
	4	1994-95	1994-95
7	1	1994-95	1994-95
	2-3	1995-96	1995-96
8		UHCL Student Government Association	
	1-2	1996-97	1996-97
	3	1997-98	1997-98
	4	1998-99	1998-99
9	1	1998-99	1998-99
	2	1999-2000	1999-2000
	3	2000-01	2000-01
	4	2001-02	2001-02
	5	2002-03	2002-03
10		Student Organizations	
	1	Budget--1984-86	1984-86
	2-3	Directory--1988	1988
	4-5	Directory—1989-90	1989-90
	6	Directory—1990-91	1990-91
	7	Directory—1991-92	1991-92
	8	Directory—1992-93	1992-93
	9	Handbook—1981-82	1981-82
	10	Handbook—1983-84	1983-84
	11	Handbook—1984-85	1984-85
	12-13	Handbook—1985-86	1985-86
	14-15	Handbook—1986-87	1986-87
11	1-3	Handbook—1987-88	1987-88
	4-6	Handbook—1988-89	1988-89

	7	Handbook—1989-90	1989-90
	8	Handbook—1990-91	1990-91
12	1-2	Handbook—1990-91	1990-91
	3-4	Handbook—1991-92	1991-92
	5	Handbook—1992-93	1992-93
	6	Handbook—1993-94	1993-94
	7	Handbook—2001-02	2001-02
	8	Officers—1978-96	1978-96
13		General Files	
	1	Banquets	1991, 1998-99, 2001
	2	Camping Handbook	1983
	3	New Student Orientation Leader Manual—2002 (Spring)	2002