



Guide to the Office of New Student Programs records, 2015-2021

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Summary

Collection Title:

Office of New Student Programs records, 2015-2021

Abstract:

The Office of New Student Programs provides programs and resources to new student populations at Duke University. Collection includes files relating to the First-Year Advisory Counselor (FAC) program.

Extent:

42.4 Gigabytes

Language:

Materials in English.

Collection ID:

UA.09.22.0001

Permalink:

<https://idn.duke.edu/ark:/87924/m18q7n>

Preferred Citation

Preferred Citation: [Identification of item], Office of New Student Programs records, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Background

Scope and Content

Collection includes files relating to the First-Year Advisory Counselor (FAC) program, covering the following topics: Board recruitment, selection, and accountability; orientation week (called "O-Week"); meeting slides and notes; training; and rosters. There are also photographs of students at events and videos created by FAC board members.

Biographical/Historical

The Office of New Student Programs provides programs and resources to new student populations at Duke University. There are two main programs run by the office: the First-Year Advisory Counselor (FAC) Program and the Transfer Advisory Counselor (TAC) Program. The First-Year Advisory Counselor Program is made up of Board Co-Chairs who oversee the training, organization, and activities of the 35 executive FAC Board members as well as approximately 200 sophomores, juniors, and seniors dedicated to promoting a seamless transition to Duke and Durham. The Transfer Advisory Counselor Program provides all incoming transfer students an upperclass mentor and creates specific activities for transfer students during orientation week and other events throughout the year. (Biographical note adapted from the organization website, "New Students," accessed May 18, 2021, <https://studentaffairs.duke.edu/new-students/>.)

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Arrangement

Original arrangement of the files has been kept. Files are organized by year.

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Administrative Information

Publication Statement

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Use Restrictions

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Acquisition Information

The Office of New Student Programs records were received by the University Archives as a transfer in 2021.

Processing Information

Processed by Laurin Penland, May 2021

Accessions described in this collection guide: UA2021-0008

Access Restrictions

Access restricted. In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records. Contact Research Services for more information.

Access restricted. For a period of twenty-five years from the origin of the material, permission in writing from the office of origin and the University Archivist is required for use of administrative records. After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist. Contact Research Services for more information.

Access note. Collection contains electronic records that must be requested and accessed in our reading room. Contact Research Services with questions.

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Names and Subjects

- College freshmen -- North Carolina -- Durham
- Mentoring in education
- College student orientation -- North Carolina -- Durham
- Duke University. Office of New Student Programs
- Duke University -- Students -- Social conditions

Collection Inventory

First-Year Advisory Counselor (FAC) Program
files, 2015-2021

Digital-materials UA09220001-
SET-0001

Digital-materials UA09220001-
SET-0002

Physical Description: Approximately 3,630 files; 42.4 GB

Access Restrictions:

Materials may contain information protected by FERPA. Collection requires additional review before circulation.

Scope and Contents

Includes folders organized by year. For each year, starting in 2015, there are materials related to the organization and implementation of the First-Year Advisory Counselor (FAC) Program. There are folders regarding the FAC board, orientation week (called "O-week"), meeting slides and notes, training materials, and rosters of students. There are also photographs taken at events and videos created by the advisory counselors. Also included are resource materials for new students. There are a variety of file formats, including still image files (JPEG, PNG, and Camera RAW formats), document files (MS Word, PDF, MS Excel, and PS Powerpoint formats), and video files (MPEG-4 and Apple QuickTime formats).