



*Preparing people to lead extraordinary lives
Archives & Special Collections*

UA2019.01

Loyola University Chicago Office of Student Affairs records

Dates: 1931-2011, Undated (Bulk 1962-2003)

Creator: Student Affairs, Office of

Extent: 5.0 linear feet

Level of description: Folder

Processor & date: K. Young, February 2019

Administration Information

Restrictions:

Copyright: Copyright in materials created by employees, committees, and student organizations during their time at Loyola University Chicago is owned by the University.

Citation: Loyola University Chicago. Archives & Special Collections. Office of Student Affairs records, 1931-2011, Undated. Box #, Folder #.

Provenance: The majority of these records were gathered by archivist Michael J. Grace, S.J., prior to 2001. The remaining were sent to the University Archives by the office of Student Affairs.

Separations: Duplicates were removed and disposed of.

See Also: Donna Dorl, Director of Student Activities, Records, Joan Steinbrecher, Ph.D., Dean of Students Records, Mariette LeBlanc, Associate Dean of Students, Records, and Student Organizations & Events Records.

Administrative History

Established in 1983, the office of the Vice President of Student Services originated in 1929 as two separate offices for male and female students – the offices of the Dean of Men and the Dean of Women. These offices continued in existence until 1969. In 1946, the office of the Dean of Students was established with both the Dean of Men and Dean of Women reporting to the Dean of Students. In 1971, the former Dean of Men and Dean of Women offices were retitled Associate Dean of Students reporting to the Dean of Students. In 1973 the office of the Dean of Students was renamed the office of the Vice President of Student Services. In 1974, Mariette M. LeBlanc was appointed the first female Vice President for Student Services, where she served until her retirement in 1987. She previously served as Associate Dean and Dean of Students at the Water Tower Campus.



*Preparing people to lead extraordinary lives
Archives & Special Collections*

Scope and Content

The Office of Student Affairs records comprise 5 linear feet spanning the years 1931-2011 (bulk 1962-2003) and include policies, proposals, lists, correspondence, memos, reports, minutes, agendas, announcements, directories, and handbooks. Arrangement is alphabetical and chronological.

Series

Series 1: General, 1939-2011, Undated. Box 1

This series includes policies, student group proposals, lists, organizational charts, and annual reports.

Series 2: Dean of Students, 1949-1993, Undated. Boxes 1-2

This series includes correspondence, memos, and reports.

Series 3: Student Health Services, 1942-1985, Undated. Box 2

This series includes correspondence, memos, and reports.

Series 4: Committees, 1968-1990. Boxes 2-4

This series includes memos, agendas, reports, and minutes for College of Arts & Sciences committees.

Series 5: Student Life, 1932-2010, Undated. Boxes 4-6

This series includes flyers, brochures, announcements, stylebooks, calendars, and minutes.

Series 6: Directories, Handbooks & Guides, 1931-2003, Undated. Boxes 6-10

This series includes housing guides, student handbooks, and student directories.

Subjects:

Loyola University Chicago
Student Life
Policies
LeBlanc, Mariette
Adams, Thomas O.
Steinbrecher, Joan
Hispanic students
Greek societies
Student Health Services



Preparing people to lead extraordinary lives
Archives & Special Collections

Minorities
Publications
Student activities
Handbooks
Directories
Guides



Preparing people to lead extraordinary lives
Archives & Special Collections

Accession No.: UA2019.01
Creator: Student Affairs, Office of

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
Series 1: General, 1939-2011, Undated			
1	1	Administrative List	1977-1979
1	2	Alcohol & Drug Abuse Prevention & Education	1992
			1975-1979,
1	3	Alcohol Policy	1981, Undated
1	4	Curricula	Undated
1	5	Date Rape	1990, Undated
1	6	Faculty News Letter No. 2	Undated
			1981-1998,
1	7	General Information	Undated
1	8	Hiring & Work Hours Policy	1947
1	9	Loyola Management Copy Center	Undated
1	10	Medical Center Student Services Relocation	1976-1978
			1991-1993,
1	11	Multicultural Affairs, Office of	1997, Undated
1	12	Organization Chart & Committees	1947
		Policy & Procedures for Racial Discrimination, Abuse and	
1	13	Harassment	1991
1	14	Student Development Annual Report	2011
1	15	University Income & Expenses	1964-1965
1	16	Deans of Women, List of	1939, 1981
			1964-1965,
1	17	Proposed Organizations	1968
Series 2: Dean of Students, 1949-1993, Undated			
			1951, 1962-
1	18	Vice President - LeBlanc, Mariette	1965, 1979-
			1987
			1969, 1978,
1	19	Dean of Students: Thomas O. Adams	1984
1	20	Dean of Students: Water Tower Campus	1949-1972
1	21	Dean of Students - Water Tower Campus: Joan Steinbrecher	1981
1	22	Assistant Dean of Students - Gordon P. Stiefel	1980, 1982



Preparing people to lead extraordinary lives
Archives & Special Collections

1	23	Hispanic Student Advisor - Emily Santiago	1975-1979, 1993
1	24	Hispanic Student Advisor - Angeles Lacomba Eames	1980
1	25	Fraternities & Sororities	1984-1985
1	26	Foreign Student Report	1965-1967 1965, 1967, 1974-1982, Undated
2	1	International Students	Undated
2	2	North Central Report of Student Survey	1975

Series 3: Student Health Services, 1942-1985, Undated

2	3	Ratner, Herbert - Director of Student Health	1942-1944 1942-1943, 1945, Undated
2	4	Student Health Services	1953, 1973- 1984, Undated
2	5	Student Health Services	1984, Undated
2	6	Student Health Service: LSC/WTC Committee	1984, Undated
2	7	Student Health Service: Medical Center Committee	1985

Series 4: Committees, 1968-1990

2	8	Afro-American Ad Hoc Committee Requests	1968
2	9	Auxiliary Enterprises Committee	1968-1970
2	10	Career Planning & Placement, Committee on: General	1985
2	11	Career Planning & Placement, Committee on: Minutes	1985
2	12	Food Committee - Water Tower Campus	1982-1987
2	13	Food Committee - Lake Shore Campus	1985-1988
2	14	International Student Advisory Committee	1974-1984
2	15	International Student Advisory Committee	1985-1986
2	16	Organization Development Committee	1978-1987
2	17	Publications Board	1980-1982
2	18	Publications Board	1982-1984
3	1	Publications Board	1984
3	2	Publications Board	1984-1987
3	3	Publications Board	1986-1987
3	4	Student Life, Committee on	1975-1979
3	5	Student Life, Committee on	1980-1982
3	6	Student Life, Committee on	1983-1988
3	7	Student Organization Committee	1979
3	8	Student Personal Services & Welfare, Committee on	1967-1970



Preparing people to lead extraordinary lives
Archives & Special Collections

3	9	Student Personal Services & Welfare, Committee on	1970-1971
3	10	Summer Conference & Residence Programs Committee	1982-1983
3	11	Undergraduate Scholarship & Financial Aids Committee	1985-1987
4	1	Undergraduate Student Life, Committee on	1971-1974
4	2	University Committee on Scholarships & Financial Aid	1976-1979
4	3	University Student Life Committees	1971-1990

Series 5: Student Life, 1932-2010, Undated

			1982-1983,
4	4	Activities Programming Board	1985
4	5	AIDS Awareness Week	1993
4	6	Centennial Forum University Center	1981, Undated
4	7	The College Publisher	1959
4	8	Discover Loyola	2002
4	9	Ethnic Affair '89 "A Cultural Affair"	1989
			1980-1981,
4	10	Fraternities/Sororities	Undated
4	11	Sr. Ann Ida Gannon, BVM, Leadership Scholarship	1992
			1990-1991,
4	12	Greek Affairs	Undated
4	13	George S. Halas, Jr. Sports Center	1990
4	14	Health Care Plan	2006-2008
			1990-1992,
4	15	"Hello Chicago" Guide	Undated
4	16	Judiciary System	1975
			1961-1969,
4	17	Loyola Co-Ed	Undated
4	18	The Loyola Experience	ca. 2010
4	19	The Loyola Freshman Experience	1996
5	1	Loyola News Style Book	1932
5	2	Loyola Phoenix	1981
5	3	Loyola Phoenix Handbook	Undated
			1947-1948,
5	4	Loyola Union	1961
5	5	Loyola Urban Concerns Committee	Undated
5	6	Martin Luther King, Jr. Celebration	1991-2001
			1965, 1971,
5	7	Orientation	1980-1995
			1986-1987,
5	8	Orientation Bulletin	1989



Preparing people to lead extraordinary lives
Archives & Special Collections

5	9	Orientation/Welcome Week - Water Tower Campus	1982, 1985, Undated
5	10	"Preview Week"	1969, Undated
5	11	Sample Constitution for new Organizations	Undated
5	12	Semester Calendar	1969 1980-1983,
5	13	Student Activities Award Banquet & Honors	1990 1969-1970, 1975-1976,
6	1	Student Activities Office	Undated
6	2	Student Bill of Rights	Undated
6	3	Student Organizations	1962, 1972, 1977-1978
6	4	Student Transition Programs	1999
6	5	Unity in Diversity: A Need to Understand	1992
6	6	Welcome Week	1997-1998

**Series 6: Directories, Handbooks & Guides, 1931-2003,
Undated**

6	7	Graduate Student Housing Guide	1988-1989 1968-1969, 1988-1989,
6	8	Student Housing Guide	Undated 1986-1990,
6	9	Recreational Sports Guide	1993-1995
6	10	Manual of the Office of the Dean of Students	1951-1962
6	11	Student Directory	1961-1966
7	1	Student Directory	1966-1969
7	2	Student Directory	1988-1995
7	3	Student Directory - Water Tower Government	Undated 1931-1932,
7	4	Student Handbooks	1934
7	5	Student Handbooks	1962-1967
8	1	Student Handbooks	1970-1980
8	2	Student Handbooks	1980-1990
8	3	Student Handbooks	1990-1999
9	1	Student Handbooks	1998-2000
9	2	Student Handbooks	2000-2003 1966, 1989,
9	3	Student Organization Handbooks	Undated



Preparing people to lead extraordinary lives
Archives & Special Collections

9	4	Student Organization Directories	1988-1990
10	1	Student Organization Yearbook & Directory	1990-1999
10	2	Student Staff Handbook	1989
			1961, 1977-
10	3	The Student Survival Handbook	1979, Undated
			1979-1985,
10	4	The Student Survival Handbook	Undated