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Guide to the San José State University Student Services Records

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Collection number: MSS-2010-02-05

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San José, California

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Date Completed:

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Encoded by:

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Descriptive Summary

Title: San José State University Student Services Records

Dates: 1954-2003

Bulk Dates: 1985-1990

Collection number: MSS-2010-02-05

Creator: San José State University

Collection Size: 3 boxes,0.67 linear feet

Repository: San José State University. Library.

San José, California 95192-0028

Abstract: The San José State University Student Services Records, 1954-2003 (bulk 1985-1990), document a selection of materials from the Office of Student Services, the Career Planning and Placement Center, and the Office of Disabled Students. The records consist of publications and guidebooks, internal reports, newsletters, and photographs. This collection is arranged into two series: Series I. Office of Student Services and Career Planning and Placement Center Materials, 1954-2003; and Series II. Office of Disabled Students Materials, 1985-1999.

Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access

The collection is open for research.

Publication Rights

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Preferred Citation

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Processing Information

Collection processed by Stephanie Waslohn. Finding Aid EAD encoded by Stephanie Waslohn. Reviewed by Danelle Moon and Erin Louthen.

Project Information

This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

Organizational History

In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized $200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns' Normal School is now San José State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

San José State University's Student Services are an integral part of university life, providing assistance in a variety of areas including health care, housing assistance, transportation, career and employment support, tutorial aid, childcare and much more. In particular, the Career Planning and Placement Center promotes the professional development of SJSU students by providing the tools to guide them in making career-planning decisions and marketing their skills to employers. The SJSU Disability Resource Center (DRC) is another important student resource. Originally known as the Office of Disabled Students (DSO), the DRC was created in 1972 as a pilot program within the California State University (CSU) system to support the needs of disabled students. Providing accommodations to disabled students while preserving the fundamental nature of their academic programs and interests, the DRC has grown from an initial membership of 64 students to nearly 1,000 students in 2010.

Bibliography

Gilbert, Benjamin F., and Burdick, Charles. *Washington Square, 1857-1979: The History of San José State University.* San José, California: San José State University, 1980.

San José State University. About SJSU. http://www.sjsu.edu/about_sjsu/

San José State University. Career Center. http://www.careercenter.sjsu.edu/

San José State University. Students. http://sjsu.edu/students/

Walsh, James P. *San José State University: An Interpretive History, 1950-2000.* San José, California: San José State University, 2003.

Scope and Content of Collection

The San José State University Student Services Records, 1954-2003 (bulk 1985-1990), document a selection of materials from the Office of Student Services, the Career Planning and Placement Center, and the Office of Disabled Students. The records consist of publications and guidebooks, internal reports, newsletters, and photographs.

Arrangement

This collection is arranged into two series: Series I. Office of Student Services and Career Planning and Placement Center Materials, 1954-2003; and Series II. Office of Disabled Students Materials, 1985-1999.

Subject Headings

The following terms have been used to index the description of this collection in the library's online public access catalog.

San José State University -- Office of Student Services -- History.

San José State University -- Office of Disabled Students -- History.

San José State University -- Career Planning and Placement Center -- History.

San José State University -- History.

San José State College -- History.

California State University, San José -- History.

Education, Higher -- California -- San José.

College students with disabilities -- Services for -- California -- San José.

College students -- Services for -- California -- San José.

College placement services -- California -- San José.

Series I: **Office of Student Services and Career Planning and Placement Center Materials 1954-2003 (bulk 1971-1990)**

Physical Description: 2 boxes

Series Scope and Content Summary

This series documents the Office of Student Services and the Career Planning and Placement Center, and consists of materials targeted toward students and prospective employers, such as guidebooks, advertising pamphlets, and newsletters. The series also includes internal documents such as annual placement reports and statistics.

Arrangement

This series is arranged alphabetically by format and then chronologically within each format.

Box 1	**Career Planning and Placement Center Guidebooks, Newsletters, Pamphlets and Reports 1954-2003**
Box 2	**Office of Student Services Pamphlets and Newsletters 1990**

Series II: **Office of Disabled Student Materials 1985-1999 (bulk 1985-1988)**

Physical Description: 1 box

Series Scope and Content Summary

This series documents the Office of Disabled Students and consists of a Disabled Student Services Program handbook and *Unique Services* guidebook, as well as internal documents such as an annual report from 1993-94, copies of the *Disabled Student Services Program Dispatch* and a photograph of staff members for an article in *On Campus.*

Arrangement

This series is arranged alphabetically by format and then chronologically within each format.

Box 3	**Office of Disabled Students Guidebooks, Newsletters, Photographs, and Reports 1985-1999**