

Enrolment Services fonds

Compiled by Christopher Hives (2004)

Revised by Jennifer Vanderfluit (2017)

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***** Institutional records -- researcher access subject to review *****

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Fonds Description

Enrolment Services fonds. – 1997-2010.

77 cm of textual records.

144 posters.

1 photograph.

Administrative History

In September 1993 the University of British Columbia created the new position of Director of Student Services, and Registrar Richard Spencer was appointed to the position. Seven student service departments that had previously reported to the Vice President Student Services began reporting to the Director. The directors of the student services units and managers of the units in the Registrar's Office formed a Student Services Management Committee. In May 1997 the student services departments and Registrar's Office were formally combined into a new Student Services department. Restructuring following the completion of Richard Spencer's term as Registrar and Director of Student Services on December 31, 2000 resulted in the establishment of Enrolment Service effective January 2001.

Scope and Content

The fonds consists of reports and background material arising from the Student Services Review (1998), minutes from the Student Services (1998-2000) and Enrolment Services (2001-2002) Management Committee meetings, course calendars and other publications from Student Services, and posters.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

File List available.

Further accruals are expected.

Series Descriptions

Student Services Review series. -- 1997-1998.

5 cm of textual records.

Series consists of a report (1998) from the Student Service Review as well as background notes, minutes and documents.

Management Committee Records series. -- 1998-2002.

21 cm of textual records.

Series consists of agendas and minutes from the Student Services (1998-2000) and Enrolment Services (2001-2002) Management Committee.

Publications series. – 2000-2010.

51 cm of textual records.

Series consists of course calendars, enrolment guides, recruitment materials, career guides, reports, and other materials, mostly published by Enrolment Services and other units within Student Services.

Posters series. – 2000-2009.

144 posters.

1 photograph.

Series consists of posters, of various sizes, advertising UBC and its various programmes, published by Enrolment Services and other units within Student Services.

File List

BOX 1

REVIEW OF STUDENT SERVICES (1998)

- 1-1 Report prepared for Review (1998)
- 1-2 Notes, minutes, reports (1997/98)

MANAGEMENT COMMITTEE MEETINGS - MINUTES. AGENDAS

- 1-3 April 1998
- 1-4 May 1998
- 1-5 June 1998
- 1-6 September 1998
- 1-7 October 1998
- 1-8 November 1998
- 1-9 December 1998
- 1-10 January 1999
- 1-11 June 1999
- 1-12 July 1999
- 1-13 August 1999
- 1-14 October 1999
- 1-15 December 1999

BOX 2

- 2-1 February 2000
- 2-2 March 2000
- 2-3 April 2000
- 2-4 May 2000
- 2-5 June 2000
- 2-6 July 2000
- 2-7 August 2000
- 2-8 September 2000
- 2-9 October 2000
- 2-10 November 2000
- 2-11 December 2000
- 2-12 January 2001

2-13 February 2001
2-14 March 2001
2-15 April 2001
2-16 May 2001
2-17 June 2001
2-18 July 2001
2-19 August 2001
2-20 September 2001
2-21 October 2001
2-22 November 2001
2-23 December 2001
2-24 January 2002
2-25 February 2002
2-26 March 2002
2-27 April 2002
2-28 May 2002
2-29 June 2002
2-30 July 2002
2-31 August 2002

PUBLICATIONS

BOX 3

3-1 Guide for faculty -- Office of the Vice-President, Students -- [20 --]
3-2 Fees supplement, UBC fees -- Enrolment -- 2004/5; 2005/6.
3-3 Registration Guide -- Enrolment -- 2001/2
3-4 2007 welcome package -- Enrolment -- 2007
3-5 Calendar distribution cards -- Enrolment -- 2003-2006.
3-6 Welcome Map -- Enrolment -- n.d.
3-7 Campus map -- Enrolment -- 2004
3-8 YES! Unit sheets -- Enrolment -- 2004
3-9 YES! Unit sheets -- Enrolment -- 2008
3-10 Tuum est - newsletter for prospective students and school counselors --
Recruitment -- 2000-2002
3-11 Recruitment 2004/05 -- Recruitment -- 2004/05
3-12 Counselor information day -- Recruitment -- 2009
3-13 Shift - College and University student transfer guide -- Recruitment -- [20 -- ?]
3-14 Faculty of Arts - programs -- Faculty of Arts -- c. 2001

- 3-15 Faculty of Arts - answer book -- Faculty of Arts -- 2006
- 3-16 UBC - Okanagan Viewbook 2006. -- Okanagan -- 2006
- 3-17 UBC - Okanagan College & University Transfer guide -- Okanagan -- 2006
- 3-18 Access studies -- Access studies -- [20 -- ?]
- 3-19 Grounded in Science, global in scope -- Faculty of Food and Land Systems -- [20 -- ?]
- 3-20 UBC Vancouver - International undergraduate viewbook -- International student recruitment -- 2005
- 3-21 International undergraduate viewbook -- International student recruitment -- 2008
- 3-22 International student recruitment -- International student recruitment --
- 3-23 UBC- Quick guide for international students (2001) -- International student recruitment -- 2001
- 3-24 International student handbook -- International Student Development -- 2001-2005
- 3-25 International student orientation -- International Student Development -- 2003-2009
- 3-26 International Campus - the newsletter of international house -- International Student Development -- 2000-2001
- 3-27 International house - 'Explore Canada, Explore the World' -- International Student Development -- 2004/5; 2005/6
- 3-28 Update 2006 -- International Student Development -- 2006
- 3-29 Passport to global citizenship - international week -- International Student Development --
- 3-30 Looking to the future -- Communications -- 2009
- 3-31 Go Global: Student Mobility Programmes -- various handbills -- [20 --]

BOX 4

- 4-1 Go Global: Handbooks -- International House -- 2005/6 - 2009/10
- 4-2 Students going on exchange -- Financial assistance & awards -- c. 2005/6
- 4-3 New faces of scholarship -- Financial assistance & awards -- 2004
- 4-4 Faces if scholarship - student financial assistance & awards annual report -- Financial assistance & awards -- 2008
- 4-5 Project Grow -- Okanagan -- [20 --]
- 4-6 UBC Thank you cards -- Communications -- n.d.
- 4-7 Transfer & mature student orientation -- Orientations -- 2006-2007
- 4-8 Parent orientation -- Orientations -- 2002-2007
- 4-9 GALA - International parent orientation -- Orientations -- 2006
- 4-10 UBC Okanagan - Student services -- Okanagan -- [20 --]

- 4-11 UBC Okanagan - orientation 'R U ready' -- Okanagan -- [20 --]
- 4-12 UBC Okanagan - Heat/Lakers -- Okanagan -- [20 --]
- 4-13 UBC - An introduction to the University of British Columbia -- Student services -- 2004
- 4-14 Student success publication series -- Student services -- 2000/1
- 4-15 Student success publication series -- Student services -- 2001/2
- 4-16 Student success publication series -- Student services -- 2002/3
- 4-17 Student success publication series -- Student services -- [2003/4]
- 4-18 Student success publication series -- Student services -- [2004/5]
- 4-19 Student success publication series -- Student services -- [2005/6]
- 4-20 Student success publication series -- Student services -- 2006/7
- 4-21 Student success publication series -- Student services -- 2007/8
- 4-22 Services for Students / Student Success -- Student services -- 2008/9
- 4-23 Services for Students / Student Success -- Student services -- [2009/10]
- 4-24 Student development -- Student services -- 2006/7
- 4-25 Student leadership conference -- Leadership & Involvement -- 2008
- 4-26 Enrolment services self study -- Enrolment -- 2008
- 4-27 Classroom services -- Classroom services -- [20 --]

BOX 5

- 5-1 Faculty of Arts - Dean's reception for Graduating Student Leaders -- Faculty of Arts -- 2008
- 5-2 Last Lecture -- Faculty of Arts -- 2007-2008
- 5-3 Arts Career Expo -- Faculty of Arts -- 2007-2008
- 5-4 UBC Okanagan Career centre -- Okanagan -- [20 --]
- 5-5 UBC Okanagan Career / Job fair -- Okanagan -- 2006-2009
- 5-6 Tri-mentoring program -- Career services -- [20 --]
- 5-7 Career Days & Graduate and Professional Schools Fair -- Career services -- 2007-2009
- 5-8 Career Days -- Career services -- 2001-2006
- 5-9 Career services - various promotional items -- Career services -- [20 --]
- 5-10 The Water Cooler - UBC Enrolment Services & Student Development & Services newsletter -- Enrolment -- 2007
- 5-11 UBC Enrolment services annual reports -- Enrolment -- 2007-8
- 5-12 Focus on... Graduate Studies Annual Report -- Faculty of Graduate Studies -- 2006/7
- 5-13 Leon & Thea Koerner Foundation 50th annual report -- Communications -- 2005

- 5-14 UBC First Nations House of Learning - Various publications -- First Nations House of Learning -- [20 --]
- 5-15 UBC Okanagan - Aboriginal Access Studies -- Okanagan -- [20 --]
- 5-16 Engineering annual report -- Student development -- 2007/8
- 5-17 Enrolment services - wellness guide -- Student development -- [20 --]
- 5-18 Health & Wellness bookmark -- Okanagan -- [20 --]
- 5-19 UBC Okanagan 'Students at Risk' -- Okanagan -- c. 2007
- 5-20 Health & Wellness - 'QPR question, persuade, refer' -- Okanagan -- [20 --]
- 5-21 Equity office - Frequently asked questions about discrimination & harassment -- Okanagan -- [20 --]
- 5-22 Options - Support for survivors of sexual assault -- Counselling Services / Equity Office -- [20 --]
- 5-23 Employment equity census questionnaire -- Equity Office -- [20 --]
- 5-24 Equity annual report -- Equity Office -- 2006
- 5-25 Equity Matters (newsletter) -- Equity Office -- 2007-2008
- 5-26 Think Equity' (newsletter) -- Equity Office -- 2005-2010
- 5-27 Stop racism' -- Access & diversity / Equity Office -- [20 --]

BOX 6

- 6-1 Enrolling stone (newsletter) -- Enrolment -- 2004-2005

POSTERS

- 6-2 Captain YES! (photograph) -- Enrolment -- c. 2005?
- 6-3 Captain YES! And the YES team -- Enrolment --
- 6-4 Photo shoot questionnaire -- Enrolment -- 2005
- 6-5 Summer study abroad -- recruitment -- [20 -- ?]
- 6-6 CACUSS - Canadian Association of College & University Student Services -- Student services -- 2003
- 6-7 Student advising - campus tours -- recruitment -- [20 --]
- 6-8 Walk the walk - future trekkers -- recruitment -- [20 --]
- 6-9 You're invited! -- recruitment -- [20 --]
- 6-10 Enjoy University Life / West-coast lifestyle -- recruitment -- 2008
- 6-11 Connect! -- recruitment -- [20 --]
- 6-12 Discover Computer Science at UBC -- Department of Computer Science -- [20 --]
- 6-13 Invisable disabilities - 3 posters -- Access & diversity -- [20 --]
- 6-14 Pride - 4 posters -- Access & diversity -- [20 --]

- 6-15 Body Project - 3 posters -- Access & diversity -- [20 --]
- 6-16 Equity Ambassadors Program - 6 posters -- Access & diversity -- [20 --]
- 6-17 Volunteer reading program -- Access & diversity -- [20 --]
- 6-18 Realities of Race - 2 posters -- Access & diversity -- [20 --]
- 6-19 African Awareness -- Access & diversity -- 2007
- 6-20 Gender Issues in Higher Education -- Access & diversity -- 2009
- 6-21 Women's & Gender studies at UBC - 4 posters -- Access & diversity /
Women's & Gender Studies -- 2007-2009
- 6-22 National Day of Remembrance & Action on Violence Against Women - 4
posters -- Access & diversity -- 2007-[2009]
- 6-23 Standard Margins / Au dela des frontiers - 2 posters -- Faculty of Law -- 2007
- 6-24 UBC Vancouver - Thunderbirds - NCAA - II consultation 'Let's Talk' --
Athletics -- [20 --]
- 6-25 Wellness - 2 posters -- Health & Wellness -- 2005
- 6-26 Go Global week/fair - 6 posters -- International Student Development -- 2007-
2008
- 6-27 Go Global: Term abroad - 4 posters -- International Student Development --
2006-2009
- 6-28 Go Global: this is - 6 posters -- International Student Development -- [20 --]
- 6-29 Go Global: this is (2) - 4 posters -- International Student Development -- [20 --
]
- 6-30 Go Global: this is (3)- 4 posters -- International Student Development -- [20 --]
- 6-31 Go Global : Awards - 4 posters -- International Student Development -- 2008-
2009
- 6-32 Go Global: Quotes - 5 posters -- International Student Development -- [20 --]
- 6-33 The Learning Exchange - cross-cultural communication workshop -- Career
Services -- [20 --]
- 6-34 Global citizenship seminars - Orr/Lewis/Suziki -- International Student
Development -- 2005-2006
- 6-35 International student development - 2 posters -- International Student
Development -- 2006
- 6-36 Working in Canada - 5 posters -- Career Services / International Development
-- 2007-2008
- 6-37 Work learn / Work study -- Career Services --
- 6-38 Career Days etc. - 12 posters -- Career Services -- 2001-2009
- 6-39 Student loan not enough' (work learn / Work study) -- Career Services --
- 6-40 UBC Arts - 5 posters -- Faculty of Arts -- 2003-2008
- 6-41 Academic calendar art contest 2008/9 -- Enrolment -- 2008
- 6-42 Art show - Quirk-e -- Access & Diversity / Critical studies in sexuality -- [20 --
]

- 6-43 Arts Last Lecture - 2 posters -- Faculty of Arts -- 2007-2008
- 6-44 Student services Holiday hours - 3 posters -- Student services -- 2004, 2007
- 6-45 Chapman Learning Commons - 2 posters -- Student development /
Counselling services/ library -- [20 --]
- 6-46 Name the new WISE' -- Student services -- [20 --]
- 6-47 Leon & Thea Koerner Foundation -- communications -- 2005
- 6-48 UBC Okanagan orientation - 3 posters -- Okanagan -- 2005-2006
- 6-49 UBC Okanagan: 'Slice of Life' / campus rec - 15 posters -- Okanagan -- [2005-
2008]
- 6-50 UBC Okanagan : rez life - 2 posters -- Okanagan -- 2007-2008
- 6-51 UBC Okanagan: recruiting -- Okanagan -- [20 -- ?]
- 6-52 UBC Okanagan: international days - 2 posters -- Okanagan -- c. 2006
- 6-53 UBC Okanagan: Job fair -- Okanagan -- 2008
- 6-54 UBC Okanagan: NSERC undergraduate student research awards -- Okanagan
-- 2006
- 6-55 UBC Okanagan: festival @ the U - 2 posters -- Okanagan -- 2006-2008
- 6-56 UBC Okanagan: Wellness - 6 posters -- Okanagan -- [20 --]
- 6-57 Tuum est poster -- recruitment -- [20 --]

Oversize (stored separately)

OVR-12 Future Mapping -- Career services -- [20 --]