Collection Overview:
Title: Papers of the College of General Studies
Creator: Liberty University
Dates: 1971 – 2004
Repository: Liberty University Archive
Extent: 1.10 linear feet
Abstract: This Record Group contains the papers and publications of the College of General Studies and its departments.

Historical Note:
From 1993 to 1996 the School of Education and the College of General Studies were combined under the authority of the Dean Pauline Donaldson. In 1996 they were made autonomous academic units. In 2004 the College of General Studies became the Center for Academic Support & Advising (CASAS).

Sub-Group 4: Bruckner Learning Center - In 1993 the Learning Assistance Center was renamed the Bruckner Learning Center. In 2004 the Bruckner Learning Center was moved from the College of General Studies to the Center for Academic Support & Advising Services

Sub-Group 7: Christian/Community Service - In 1997 the Christian Services unit was moved from the College of General Studies to the School of Religion.

Scope and Content Notes:
This Record Group is approximately 1.10 linear feet. It contains brochures, promotionals, newsletters, official papers, advising materials and handbooks.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.
Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.
Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Papers of the College of General Studies, Record Group 19; Liberty University; Liberty University Archive, Lynchburg VA.
Arrangement: Sub-Groups are arranged by academic unit. Series are arranged by subject. This series contains some oversized materials which are filed separately.
Processing Information: Collection was processed by Abigail Sattler.
Last Updated: This Finding Aid was last updated on March 20, 2014.
Related Materials:
**Brief Description of the Collection:**

LU 19:1-3 Box 1: General Materials of the College of General Studies, Faculty Advising and the Tutoring/Testing Center
LU 19:1-3 Box 2: Restricted Materials of the College of General Studies, Faculty Advising and the Tutoring/Testing Center
LU 19:4-8 Box 1: General Materials of the Bruckner Learning Center, Career Center, Advising Center, Christian/Community Service and Internship Program
LU 19:4-8 Box 2: Restricted Materials of the Bruckner Learning Center, Career Center, Advising Center, Christian/Community Service and Internship Program

**Detailed Description of the Collection:**

**LU 19:1-3 Box 1**

Sub-Group 1: College of General Studies

Series 1: General Materials

  Unit 1: Brochures and Promotionals (*Oversize* LU-19 Folder 1A)

Series 2: Publications

  Unit 1: Academic Advising Newsletter

**LU 19:1-3 Box 2**

Series 3: Official Papers

  Unit 1: Five-Year Plans

Series 4: Accreditation Materials

  Unit 1: Assessment Plan (2003-2004)

**LU 19:1-3 Box 1**

Sub-Group 2: Faculty Advising

Series 1: General Materials

  Unit 1: Degree Status Sheets 1992

  Unit 2: Advising Schedules

**LU 19:1-3 Box 2**

Series 2: Official Papers

  Unit 1: Organizational Materials

  Unit 2: A Guide to Academic Advisement

    Folder A: Undated

    Folder B: 1981 – 1982
Series 3: Faculty Advising Handbook
  Unit 1: **Undated**
  Unit 2: 1970’s
    Folder A: 1979 – 1980
  Unit 3: 1980’s
    Folder A: 1984 – 1985
    Folder B: 1989 – 1990
  Unit 4: 1990’s
    Folder A: 1990 – 1991
  Unit 5: 2000’s
    Folder B: 2003 – 2004

Sub-Group 3: Tutoring/Testing Center

**LU 19:4-8 Box 1**

Sub-Group 4: Bruckner Learning Center
  Series 1: Center for Continuing Education
    Unit 1: Brochures and Promotionals

**LU 19:4-8 Box 2**

Series 2: Publications

Series 3: Development Materials
  Unit 1: Third Party Materials
  Unit 2: Continuing Education Program Papers

**LU 19:4-8 Box 1**

Sub-Group 5: Career Center
  Series 1: General Materials
    Unit 1: Brochures and Promotionals
    Unit 2: Career Center Resources

  Series 2: Official Documents
    Unit 1: Placement Manual

**LU 19:4-8 Box 2**
Unit 2: *Internship Procedure Manual*

Sub-Group 6: Advising Center

Series 1: Publications

Unit 1: *Advising Handbooks*

**LU 19:4-8 Box 1**

Sub-Group 7: Christian/Community Service

Series 1: Official Papers

Unit 1: Policy Documents

Unit 2: Memos and Letters

**LU 19:4-8 Box 2**

Unit 3: *Ten Year Plan*

**LU 19:4-8 Box 1**

Series 2: Christian Service Handbook

Unit 1: 1970’s

Unit 2: 1980 – 1982

Unit 3: 1983 – 1985

Unit 4: 1986 – 1988

Unit 5: 1990’s

Sub-Group 8: Internship Program

Series 1: General Materials

Unit 1: Brochures and Promotionals (*Oversize* LU-19 Folder 1B)

Unit 2: Student Handouts