Collection Overview:

**Title:** Center for Academic Support & Advising Services  
**Creator:** Liberty University  
**Dates:** 2004 – Current  
**Repository:** Liberty University Archive  
**Extent:** 0.12 linear feet.  
**Abstract:** The Record Group contains brochures and promotionals, policy documents, and newsletters.

**Historical Note:**

In 2004 the *College of General Studies* became the *Center for Academic Support & Advising Services* (CASAS). On July 1, 2015 the Center for Academic Support & Advising Services changed their name to the *College of Applied Studies and Academic Success*.

Sub-Group 1: 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.

**Scope and Content Notes:**

This Record Group is approximately 0.12 linear feet. It contains brochures and promotionals, policy documents, and newsletters.

**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]; Center for Academic Support & Advising Services, Record Group 31; Liberty University; Liberty University Archive, Lynchburg VA.

**Arrangement:**

**Processing Information:** Collection was processed by Abigail Sattler.  
**Last Updated:** This Finding Aid was last updated on March 24, 2014.

**Related Materials:**

**Brief Description of the Collection:**
LU 31:1-6 Box 1: Bruckner Learning Center, Advising, Counseling Center, Deaf Department, Career Center and Center for Academic Support & Advising Services Materials

LU 31:1-6 Box 2: Bruckner Learning Center, Advising, Counseling Center, Deaf Department, Career Center and Center for Academic Support & Advising Services Restricted Materials

Detailed Description of the Collection:

LU 31:1-6 Box 1
Sub-Group 1: Bruckner Learning Center
  Series 1: General Materials
    Unit 1: Brochures and Promotionals
  Series 2: Office of Disability Academic Support
    Unit 1: Brochures and Promotionals
  Series 3: Center for Professional and Continuing Education
    Unit 1: Brochures and Promotionals
  Series 4: Tutoring Testing Center
    Unit 1: Brochures and Promotionals
    Unit 2: Policies and Procedures

Sub-Group 2: Advising
  Series 1: Policies and Procedures
    Unit 1: Student Manuals
    Unit 2: Peer Advising Handbook
  Series 2: General Materials

LU 31:1-6 Box 2
  Unit 1: Advising Profiles

LU 31:1-6 Box 1
  Series 3: Publications
    Unit 1: LU Advising Update Newsletter

Sub-Group 3: Counseling Center
  Series 1: General Materials
    Unit 1: Brochures and Promotionals
Unit 2: Miscellaneous Materials

LU 31:1-6 Box 2
Series 2: Official Papers

LU 31:1-6 Box 1
Sub-Group 4: Deaf Department
   Series 1: General Materials
      Unit 1: Course Materials
      Unit 2: Brochures and Promotionals
Sub-Group 5: Career Center
   Series 1: General Materials
      Unit 1: Invitations and Brochures
      Unit 2: Brochures and Promotionals
   Series 2: Programs
      Unit 1: Externship Program
Sub-Group 6: Center for Academic Support & Advising Services
   Series 1: General Materials
      Unit 1: Funding Request Packets

LU 31:1-6 Box 1
   Series 2: Minutes Etc.
      Unit 1: 2010’s
         Folder A: 2012 – 2013