

# 2015 Western Archives Institute Santa Clara University, Santa Clara

## **Please save this information for future reference.**

More detailed information will be sent upon acceptance into the program.

### **All Students:**

#### **Location:**

Santa Clara University is California's oldest-operating institution of higher education, with more than 150 years of history. The Jesuit, Catholic university is "committed to faith-inspired values and educating leaders of competence, conscience, and compassion who will help fashion a more just, humane, and sustainable world." The campus is located near San Jose, and approximately 45 miles southeast of San Francisco.

To find out more about Santa Clara University, please visit its website at: <http://www.scu.edu/aboutscu/>. Interactive and printable campus maps are available at: <http://www.scu.edu/map/>.

#### **Classes:**

Most classes will be held in Graham Hall on the Santa Clara campus from 8:15 AM to 5:00 PM, Monday through Friday each week. Resident students will have meals in the Benson Center, about a five-minute walk from where resident students will stay.

Transportation will be arranged for all site visits to local repositories. There will be an optional site visit scheduled for Saturday, July 11. *Sunday, July 12 is a free day with no sessions or other programming scheduled.*

#### **Breaks**

Participants will be provided with breaks during both morning and afternoon sessions. Coffee and hot tea will be provided in the morning. Bottled water will be provided in the afternoon. Participants are encouraged to bring their own snacks.

#### **Special Events:**

On Sunday, July 5, there will be a brief orientation followed by an informal dinner. Participants will have an opportunity to meet one another as well as Institute staff members and the Principal Faculty Member, Dennis Meissner.

On Friday, July 17, there will be a closing luncheon followed by closing ceremonies. During the closing ceremonies, participants will be presented with their certificates of completion. The closing luncheon and ceremonies will conclude at approximately 2:00 p.m. Guest speakers will be Nancy Lenoil, State Archivist of California, and Ellen Jarosz, President of the Society of California Archivists.

All participants are expected to attend the opening orientation/dinner and closing ceremonies/luncheon. Other special events may be scheduled.

**Weather:**

Santa Clara has a Mediterranean climate, so summer weather is generally warm and sunny during the day and cool at night. Despite its proximity to San Francisco, the weather is rarely foggy and cool. The warmest months of the year are usually July through September. Daytime temperatures can reach an average high of 82 degrees during the summer.

**Parking:**

The cost of parking is not included in either the resident fee package or the non-resident fee package. Campus parking is \$7.00 per weekday per vehicle for all attendees. Residents will be able to purchase parking permits in advance. Vehicles parked on campus must have appropriate permits displayed 24 hours per day, seven days per week.

**The Western Archives Institute will not be responsible for any fines or other penalties incurred by anyone who fails to park in an approved area or does not have a permit.**

**Traveling to and around Santa Clara:**

**Flying to the Santa Clara area**

[San Jose International Airport \(SJC\)](#) is located less than 5 miles from Santa Clara University, and the [San Francisco International Airport \(SFO\)](#) is located approximately 35 miles (40 minutes) northwest of campus. We suggest that you fly into San Jose International Airport; it is closer to campus and you should encounter little traffic.

**Amtrak Service to Santa Clara**

The Santa Clara University **Amtrak** station (SCC) is located at 1001 Railroad Avenue, directly across the street from the main entrance to campus. Please contact Amtrak for the most up to date rates and timetables.

**Public Transportation to Santa Clara University**

Take advantage of the local trains and buses: **CalTrain** covers the Peninsula running between San Francisco and Gilroy (<http://www.caltrain.com/main.html>) and **Santa Clara Valley Transit Authority (VTA)** covers Santa Clara County (<http://www.vta.org>).

**Shuttle Service to Santa Clara University**

**VTA Airport Flyer** - The Airport Flyer is a free shuttle that makes a continuous loop between the Metro Light Rail Station, the Santa Clara Amtrak/Caltrain Station and the Airport Terminals. Shuttles depart every 15-30 minutes from all locations.

**Super Shuttle** - For reservations 24 hours in advance, please call (800) BLUE-VAN (800-258-3826), email [reservations@supershuttle.net](mailto:reservations@supershuttle.net) or visit [www.supershuttle.com](http://www.supershuttle.com). Typical fair to and from San Francisco International Airport is \$37. Typical fair to and from San Jose International Airport is \$25. Each additional guest is \$10. Please contact Super Shuttle for the most up to date rates and policies.

***To assist in planning for housing and meals, all applicants are to complete the pre-registration form included with the application.***

## **Resident Students:**

### **Accommodations:**

Participants requiring local accommodations will stay in apartment-style housing on campus. Residents will have the option of a single-occupancy bedroom or a double occupancy bedroom. Each apartment has bedrooms, a living area, partial kitchen, and a full bathroom. Each room within the suite has overhead lighting and is furnished with an extra long twin bed, a desk, chair, dresser, and closet with hangers. Rooms do not have telephones or televisions. Wireless internet access is available. Study lounges, common areas, and laundry facilities are available for use. Recreational facilities include a pool and a gym that can be accessed for an additional fee. More specific information about the apartments will be provided at a later date.

Participants should bring an alarm clock, flashlight, desk lamp, and a light jacket or sweater for cool evenings. Linens, pillows, and blankets will be provided. Bringing an extra towel is recommended. Your linens and blankets will be placed at the foot of your bed in your suite. *You will be expected to make your own bed.* Information about exchanging linens will be provided to participants on-site.

**Please make a note that the following items/activities are prohibited: alcohol/substance abuse; pets, cooking appliances; rearranging furniture in your room or common area; tampering with fire alarms or fire extinguishers. As of January 1, 2015, Santa Clara University is a smoke-free campus. The use of all forms of tobacco, tobacco products, and electronic smoking devices will be prohibited everywhere on-campus, including residence halls and all surrounding outdoor areas.**

Housekeeping staff provides trash removal and light cleaning services of the apartment common areas on a weekly basis. Trash must be placed in the proper receptacles. The apartments are not stocked with everyday cleaning supplies like dish soap, so if you would like to use these you are encouraged to bring them.

WAI participants may check in between 1:00 PM and 4:30 PM on Sunday, July 5 and are expected to check out on Friday, July 17 between 3:00 PM and 6:00 PM (*times are tentative and may change as arrangements are finalized*).

Rates, including daily meals, are approximately \$1,485 per person for single occupancy and \$1,245 per person for double occupancy. *Final costs will be available early March. As these are only estimates, please contact the WAI Administrator for more specific information.* The cost is a package price. Students needing to spend either Saturday night, July 4 or Friday night, July 17 may arrange for residence hall lodging with the WAI Administrator Jessica Knox, if space is available. Cost for an additional nights lodging is \$70 for single occupancy and \$50 for double occupancy. The additional night cost does not include meals.

**Non-student guests cannot be accommodated at any time during the program, including over the weekend between the first and second weeks.**

### **Meals:**

The meal plan consists of three (3) meals per day (breakfast, lunch and dinner) which are included with the accommodations package. Meals are served in the Benson Center, all you can eat, for the duration of the program. Meals are scheduled at specific times according to the cafeteria schedule and will be

determined by early March. Vegan, vegetarian, and gluten-free dining options are available with advance notice.

## **Commuter Students:**

Many of the best learning opportunities occur while networking with other participants during meals and in the evenings. Students are encouraged to take into account the highly intensive nature of the Western Archives Institute when deciding whether to be a resident or commuter student. You may wish to discuss your individual situation with WAI Administrator Jessica Knox, or Associate Administrator Ellen Jarosz.

### **Meals and Transportation:**

For commuter students not staying on campus, the non-resident package costs approximately \$385 per person and includes the program's special events, daily refreshments, and transportation to site visits at local repositories. *Final costs will be available in early March. As these are only estimates, please contact the WAI Administrator for more specific information.* Commuter students will have several meal options, including 1.) bring your meals; 2.) purchase meals at the Benson Center; or 3.) purchase meals at nearby restaurants, **if time permits**. The approximate cost for meals at the Benson Center: Breakfast \$8.15, Lunch \$10.25, and Dinner, \$13.75.

Please see page two for information concerning parking.

## **Special Arrangements:**

Participants who require special accommodations due to physical disability or their special needs should contact the Administrator or the Local Arrangements Coordinator.

## **Contacts:**

For additional information, please contact:

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