

## **2018 Western Archives Institute San Diego State University, San Diego**

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

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

### **All Students:**

#### **Location:**

San Diego State University is San Diego's oldest and largest institution of higher learning. Founded in 1897, San Diego State University has a distinguished history and tradition. From the humble beginnings of a teacher's training school, the university has grown and developed into a large research university offering bachelor's, master's and doctoral degrees to a diverse population of approximately 36,000 students. The SDSU campus is conveniently located in the city of San Diego. For more information about SDSU, please visit: <https://www.sdsu.edu/> SDSU's website also contains an interactive [map of campus as well as a campus tour](#).

#### **Classes:**

Most classes will be held in the Pride Suite within the Aztec Student Union on the San Diego State campus from 8:15 AM to 5:00 PM, Monday through Friday each week. Resident students will have meals at The Garden dining hall, located in the same building as the Cuicacalli Suites 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, June 16. *Sunday, June 17 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, June 10, there will be a brief orientation followed by an informal social event. Participants will have an opportunity to meet one another as well as Institute staff members and the Principal Faculty Member, Dennis Meissner.

On Friday, June 22, 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 Teresa Mora, President of the Society of California Archivists.

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

**Weather:**

Renowned for its warm Mediterranean climate, San Diego is generally warm and sunny in late spring and summer. June can be slightly cooler and overcast, especially in the mornings. Many Southern Californians refer to this as June Gloom. The average temperatures in June range between 69 and 73 degrees Fahrenheit, with slightly cooler temperatures in the evenings. You may want to bring a light sweater or jacket in addition to your swimsuit!

**Parking:**

The cost of parking is not included in either the resident fee package or the non-resident fee package. Daily parking is \$13.00 per week per vehicle. Overnight parking is \$21.00 per week per vehicle. Residents and commuters will be able to purchase parking permits in advance. All Guests parking on campus are required to have a Parking Permit displayed on their vehicle's dashboard at all times.

**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 San Diego:****Flying to San Diego**

[San Diego International Airport](#) is located 12 miles (approximately 20 minutes) from campus.

**Amtrak to San Diego**

San Diego's Amtrak station, Santa Fe Depot, is located in downtown San Diego, 10 miles from the SDSU campus. For up-to-date schedules and train fare, please refer to [Amtrak's website](#). Participants taking the train can transfer to the San Diego Trolley at Santa Fe Depot, and take the Green Line directly to the SDSU campus. For trolley fare and schedules, please visit the [San Diego Metropolitan Transit System's website](#).

**Public transportation to San Diego State University**

San Diego offers a convenient bus and trolley system around the San Diego metropolitan area. For schedule and fare information, visit the [San Diego Metropolitan Transit System's website](#).

**Shuttle service to San Diego State University**

**SuperShuttle:** For reservations 24 hours in advance, please call 1 (800) BLUE VAN (258-3826) or visit the [SuperShuttle website](#). Shared rides to and from the San Diego International Airport generally cost \$28. Please contact SuperShuttle for the most up-to-date fares 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 suite-style housing on campus. Each suite contains four single-occupancy bedrooms and two double-occupancy bedrooms. However, all rooms will serve as single-occupancy bedrooms for the duration of the program (resulting in a total of six single-occupancy bedrooms per suite). Each suite also contains a living area, a kitchenette with a full-size refrigerator and microwave, and two full bathrooms. Each room within the suite has overhead lighting and is furnished with an extra-long twin bed, a desk, a chair, a dresser, and a closet. Rooms do not have telephones, active telephone lines, alarm clocks, reading lamps or televisions. Wireless internet access is included in the housing rate. Private and group study spaces as well as laundry facilities are available for use. Use of a pool and a beach volleyball court within the housing facility is complimentary (based on availability). Additional recreational facilities such as the gym and a bowling alley can be accessed for an additional fee. More specific information about the suites 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. Bed pads are not provided. Bringing an extra towel and blanket is recommended. Air conditioning is provided but not guaranteed. Information about exchanging linens will be provided to participants on-site.

**Please note that the following items/activities are prohibited while on the SDSU campus and in SDSU facilities: possession or consumption of alcohol; pets; drugs, narcotics, and controlled substances; smoking; weapons; spray paint; gambling; lewd, indecent or obscene behaviors; harassment; hover boards; unauthorized downloading and uploading of copyrighted music, movies, and software; tampering with fire safety detection equipment and exit doors/door locks; opening or leaning out of windows; and tampering with window screens.**

Residents are responsible for disposing of their trash in the provided trash chutes. When possible, hallway trash cans should be used instead of room trash cans, as these are emptied daily. The suites 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 will check in the afternoon of Sunday, June 10 and are expected to check out on Friday, June 22. Specific check-in and check-out times will be available after arrangements are finalized.

Rates, including daily meals, are approximately \$1,945 per person. *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, June 9 or Friday night, June 22 may arrange for residence hall lodging with WAI Administrator Kira

Dres, if space is available. The cost for an additional night of lodging is \$75 per person, per night. 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 Garden dining hall, all-you-care-to-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 Kira Dres, or Associate Administrator Ellen Jarosz.

**Meals and Transportation:**

For commuter students not staying on campus, the non-resident package costs approximately \$620 per person and includes the program's special events, daily refreshments, a preservation kit, 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 restaurants in the Aztec Student Union (subject to availability); or 3.) purchase meals at nearby restaurants or stores, **if time permits**. Commuters may be able to eat in The Garden dining hall with a "Lunches Only" meal plan, but this option has not yet been finalized. *The details and cost of a Lunches Only meal plan, if possible, will be available in early March.* Please contact the WAI Administrator for more information.

Please see Page 2 for information concerning parking.

**Special Arrangements:**

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

## **Contacts:**

For additional information, please contact:

**Kira Dres**, Administrator  
Western Archives Institute  
c/o California State Archives  
1020 O St.  
Sacramento, CA 95814  
Phone: (916) 695-1393  
Fax: (916) 653-7363  
[kira.dres@sos.ca.gov](mailto:kira.dres@sos.ca.gov)

**Amanda Lanthorne**, Local Arrangements Coordinator  
Special Collections & University Archives  
Library and Information Access  
San Diego State University  
San Diego, CA  
Phone: (619) 594-4448  
[alanthorne@mail.sdsu.edu](mailto:alanthorne@mail.sdsu.edu)

**Ellen Jarosz**, Associate Administrator  
California State University, Northridge  
Northridge, CA  
Phone: (818) 677-2597  
[ellen.jarosz@csun.edu](mailto:ellen.jarosz@csun.edu)