




THE CALIFORNIA STATE UNIVERSITY

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OFFICE OF THE CHANCELLOR

ACADEMIC AFFAIRS, STUDENT ACADEMIC SUPPORT

To: Provost/Vice Presidents, Academic Affairs
Vice Presidents, Student Affairs
Code: AA-2002-25
Date: May 17, 2002

From: Allison G. Jones 
Assistant Vice Chancellor
Academic Affairs, Student Academic Support

Subject: Annual Update of *Campus Highlights* Publication

We are continuing our practice of updating the *Campus Highlights* publication for distribution at the Fall 2002 Counselor Conferences for high school and community college counselors. In order to ensure the accuracy of the information and common data, we are requesting your assistance by updating last year's campus information for the 2002-2003 edition. In response to requests from counselors, we will provide data and information in a uniform format. This will enable counselors to compare key information from multiple campuses more easily.

Guidelines for submitting campus information are provided below. Last year's information is attached to assist you in formulating your campus update for 2002-2003.

Text

Each campus will have two pages on which to provide 850 words total of narrative text. The categories are as follows:

- (1) campus profile
- (2) academic profile
- (3) student life
- (4) 2002-2003 calendar
- (5) EPT/ELM examination dates
- (6) campus tours
- (7) fees

Campuses designated by the Chancellor as impacted are encouraged to include information about competitive admissions under the academic profile subheading. In addition, a section on campus "Quick Facts" and "Information Resources" containing important campus phone numbers will be provided.

The "Quick Facts" section should be no more than 150 words. The Ethnicity section of "Quick Facts" should include the following:

- (1) African American, American Indian
- (2) Asian/Pacific American (including Filipino)
- (3) Latino
- (4) White Non-Latino
- (5) Unknown

The "Information Resources" section should include contact information for the following areas:

- (1) General Information
- (2) Admissions
- (3) Athletics
- (4) Campus Tours
- (5) Disabled Student Services
- (6) Educational Opportunity Program (EOP)
- (7) Extended Education
- (8) Financial Aid
- (9) Housing
- (10) International Student Services & Programs
- (11) Pre-Admission Advising
- (12) Testing Office
- (13) Outreach Services and Recruitment
- (14) Scholarship Office

Please include your campus address, mailing address, central telephone number, and World Wide Web address.

Text may be submitted in Microsoft Word for Macintosh or PC platforms. Please include a hard copy printout for reference. Our graphic design staff will place the text into Macintosh QuarkXpress. Therefore, elaborate formatting is not required.

Photographs

Please submit at least three or four good quality color photos of campus life or buildings. Photos must be in a resolution that is no less than 300 dpi.

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Please forward your campus' information by June 14, 2002 to Ms. Tarita Varner, Office Manager, Academic Affairs, Student Academic Support. Electronic files may be submitted on CD or Zip diskettes. You may also email the files as an attachment to Ms. Tarita Varner at <tvarner@calstate.edu>.

Please include the name and telephone number of the contact person at your campus who can answer questions that may arise about the information your campus provides. Questions about the information requested may be directed to Ms. Varner at (562) 951-4732 or <tvarner@calstate.edu >.

AGJ:tjv

Attachment

cc: Presidents (w/o attachment)
Directors, Outreach (w/o attachment)
Directors, Relations with Schools (w/o attachment)
Directors, Admission and Records (w/o attachment)