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ALLISON G. JONES
Assistant Vice Chancellor
Academic Affairs, Student Academic Support

Code: AA-2002-30
Date: May 30, 2002

To: Directors, Admission and Records

Reply Requested by:
June 28, 2002

From: Allison G. Jones 

Subject: Update of Publications for Fall 2002 Counselor Conferences

We are continuing our practice of updating high school and community college counselor conference publications that contain admission and evaluation campus-specific practices in addition to information about campus programs for high-achieving students. In order to ensure the accuracy of the information, we are requesting your assistance by updating the publications distributed last year. The High School Counselors and *Programs for High Achieving Students* publications were last updated for the fall 2001 counselor conferences while the *Community College Counselors* booklet was updated for the 2002 Spring Institutes. Attached are copies of each edition for your review.

Please examine the information on each page carefully to ensure it reflects accurately campus practices and policies. Please return every page of the *High School Counselor's* handbook, the *Community College Counselor's* handbook, and your campus page included in the *Programs for High Achieving Students* with your signature (or designee). Please date the right-hand side bottom corner of the *Programs for High Achieving Students* and indicate any changes, if applicable. In addition to these publications, an electronic survey for additional campus-specific practices will be sent to you for inclusion in this fall's publications.

Please return your copies of the updated attachments with all edits and signature by **June 28, 2002** to Alan Liebrecht, Associate Director of Outreach Services. The information may be faxed to (562) 951-4867. Questions about the information requested may be addressed to Mr. Liebrecht at (562) 951-4733 or <aliebrecht@calstate.edu> or Tarita Varner, Office Manager, at (562) 951-4732 or tvarner@calstate.edu.

AGJ:tjv

Attachments

cc: Provosts/Vice Presidents, Academic Affairs (w/o attachments)
Vice Presidents, Student Affairs (w/o attachments)
Vice Presidents, Enrollment Management (w/o attachments)
Directors, Outreach/Relations with Schools (w/o attachments)