


Memorandum

To: Provosts/Vice Presidents, Academic Affairs
Vice Presidents/Deans, Student Affairs

Code: AA-2003-02
Date: January 10, 2003

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

Subject: **Request for Recommendations for Revisions for the 2004-2005 Edition of the CSU Undergraduate and Graduate Application Booklets**

The CSU undergraduate and graduate application booklets contain CSU admission requirements, application forms, application procedures, information about programs and services, and a listing of degrees and majors offered. The booklets are updated yearly to ensure that information is current and reflects systemwide admission policy.

Please feel free to recommend any changes that would improve the contents of the booklets. No change in the number of pages of the 2004-2005 editions of the application booklets is anticipated.

The campus may request changes to the list of degrees and majors offered at the campus by contacting Dr. Jolayne Service in Academic Planning. Dr. Service may be reached at (562) 951-4723 or jservice@calstate.edu.

The admission booklets will be edited by staff from Academic Affairs, Student Academic Support, with assistance from campus representatives. Please forward all campus comments and suggestions regarding the booklets to Mr. J. Leon Washington at (562) 951-4726 or lwashington@calstate.edu by February 7, 2003.

AGJ:JLW

cc: CSU Presidents
David S. Spence
Gary Hammerstrom
Deans, Graduate Studies
Deans/Directors, Admission and Records
Directors, Relations with Schools
Directors, Financial Aid
Directors, Educational Opportunity Program
Directors, Transfer Centers
Directors, Disabled Student Services