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

Code: AA-2003-16
Date: May 14, 2003

Response Requested by
June 15, 2003

To: Directors, Admission and Records
From: Allison G. Jones 
Subject: Update of Publications for Fall 2003 Counselor Conferences

We are continuing our practice of updating high school and community college counselor conference publications that contain campus-specific admission and evaluation 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 *Campus Specific Admission Practices for High School Counselors*, *Campus Specific Admission Practices for Community College Counselors*, and *Programs for High Achieving Students* publications that were distributed at the fall 2002 counselor conferences. Attached are copies for your review.

Please examine the information on each page carefully to ensure it reflects accurately campus practices and policies. Please review, edit if necessary, sign and date on the right-hand side bottom corner (or your designee on your behalf), and return all pages of the high school and community college booklets and your campus page included in the *Programs for High Achieving Students* to this office. In addition to these publications, an electronic survey for additional campus-specific admission and evaluation practices will be sent to you for inclusion in this fall's publications. Counselors are very interested in receiving current information about enrollment management practices for all CSU campuses.

Please return your signed copies of the reviewed and updated (if needed) attachments by **June 15, 2003** to Ms. Tarita Varner, Office Manager. If you are faxing the campus response, please fax only the pages that have changes to Ms. Varner at (562) 951-4867 and send hard copies of the complete documents.

We appreciate your attention to this request. Questions about this memorandum may be addressed to Ms. Varner at tvarner@calstate.edu or (562) 951-4732.

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 (w/o attachments)