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Allison G. Jones
Assistant Vice Chancellor
Academic Affairs, Student Academic Support
Office of the Chancellor

Code: AA-2006-16
Date: April 27, 2006

Response Requested by
May 26, 2006

To: Directors, Admission and Records

From: Allison Jones

Subject: Update of Publications for Fall 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* and *Campus Specific Admission Practices for Community College Counselors* publications that were placed on our website following the fall 2005 counselor conferences. You will find a PDF copy attached for your review.

Please examine the information on each page carefully to ensure that 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 to this office.

Please return your signed copies of the reviewed attachments by **May 19, 2006** to Ms. Tarita Varner in Student Academic Support. If you are faxing your campus response, please fax only the pages that have changes to Ms. Tarita Varner at (562) 951-4867 and send the hard copies of the complete documents to this office. We appreciate your attention to this request. Questions about this memorandum may be addressed to Ms. Tarita 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)