

**Student Academic Support, Academic Affairs**  
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## Memorandum

Code: AA-2007-09

**Date:** April 17, 2007  
**To:** Directors, Admission and Records  
**From:** Allison G. Jones   
Assistant Vice Chancellor

**Response Requested on  
or before May 25, 2007**

**Subject: Update of Online Publications for Fall 2007 Counselor Conferences**

We are continuing our practice of updating high school and community college counselor Conference online 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 information, we are requesting your assistance by updating last year's *Campus Specific Practices for Freshman Admission* and *Campus Specific Practices for Transfer Admission*. These two publications can be accessed at [http://www.calstate.edu/ar/conf\\_mat0607.shtml](http://www.calstate.edu/ar/conf_mat0607.shtml).

Please review these publications and examine each page carefully to ensure that it accurately reflects information on campus practices and policies. Please update, edit if necessary, and **return only pages with changes and/or corrections** to our office. For faster updates, we recommend you submit electronic attachments as Word document(s) and highlight the changes/texts in red. Please reference the page number(s) with your changes.

Please return your updates on or before **May 25, 2007** to Jed DeRama (Student Academic Support, at the Office of the Chancellor) at [jderama@calstate.edu](mailto:jderama@calstate.edu). If your campus updated information is not received by May 25, we will use the Fall 2006 edition. Questions about this memorandum may be addressed to Mr. DeRama. He can also be reached at (562) 951 4731.

Your prompt attention and timely response to this request is appreciated.

AGJ:jd

cc: Provosts/Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs  
Vice Presidents, Enrollment Management  
Directors, Outreach and Recruitment

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