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MEMORANDUM

Code: AA-2009-06

Date: April 23, 2009

To: Vice Presidents of Enrollment Management
Directors of Admissions and Records

**RESPONSE REQUESTED
BEFORE MAY 23, 2009**

From: Allison G. Jones
Assistant Vice Chancellor



Subject: Update of Online Publications – Campus Specific Practices for Freshman and Transfer Admissions – Fall 2009 Counselor Conferences

In conjunction with the upcoming Fall 2009 counselor conferences, we are continuing the practice of publishing online the *Campus Specific Practices for Freshman and Transfer Admissions*, which contain information about campus-specific admission, transfer practices, and campus programs for high-achieving students. It is important for high school and community college counselors to have access to current and accurate information about all CSU campuses in order to advise students properly.

We are, therefore, requesting your assistance by updating last year's online publications, which can be accessed at www.calstate.edu/sas/conferencematerials.shtml. Please review these publications to make sure it reflects accurate and timely information on campus practices and policies. Please send 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 and reference the page number(s) with the changes.

Please return your updates/changes before May 23, 2009 to Jed DeRama at jderama@calstate.edu. If we don't hear from your office by the due date, we will use the information from Fall 2008 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 for Academic Affairs
Vice Presidents for Student Affairs
Directors of Outreach and Recruitment
Dr. James Blackburn
Ms. Carolina Cardenas