MEMORANDUM

Date: August 5, 2008

To: Vice Presidents for Student Affairs

From: Allison G. Jones, Assistant Vice Chancellor

Subject: Selected Student Services Directory Update

Each year, the California State University publishes a list of selected student services personnel on each campus for the benefit of the high school and community college counselors who advise prospective students. This information will be published online in time for the Fall 2008 CSU Counselor Conferences.

Please complete the enclosed student services directory update form by entering all requested information of the appropriate 2008-2009 campus contacts, i.e., name, phone number, e-mail address, etc. Please send the completed form electronically to Jed DeRama, Student Academic Support, at jderama@calstate.edu or by facsimile to (562) 951-4867 on or before August 22, 2008. If we do not receive your campus updates by the deadline, we will use the same contact information published in the 2007-08 directory.

Please feel free to contact Mr. DeRama at (562) 951-4731 if you have any questions about the information requested on this form. Your prompt attention and timely response to this request is appreciated.

AGjjd

Attachment

cc: Deans/Directors, Admission and Records
   Directors, Educational Opportunity Program
   Directors, Financial Aid
   Directors, Outreach and Recruitment
   Directors, Services to Students with Disabilities
   Directors, Veterans Affairs