

Student Academic Support, Academic Affairs
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Long Beach, CA 90802-4210

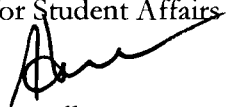
www.calstate.edu

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Memorandum

Code: AA-2007-08

Date: April 9, 2007
To: Provosts/Vice Presidents, Academic Affairs
Vice Presidents for Student Affairs
From: Allison G. Jones 
Assistant Vice Chancellor

***Response Requested on
or before May 15, 2007***

Subject: Academic Year Update of *Campus Highlights* Publication

The annual fall counselor conferences for high school and community college counselors and educators will be offered in September 2007 at several sites.

One of the most important and popular online publications made accessible at the conferences is the CSU *Campus Highlights* for educators. This online publication provides critical information about campus policies and programs. To ensure the accuracy of information and common data presented in this online publication, we are requesting your assistance by updating last year's campus information for the 2007-2008 edition. In response to high school community college counselor requests, we will continue to provide date and information in a uniform format to facilitate the comparison of campus information more easily.

Guidelines for submitting campus information are provided below. The 2006-2007 edition is attached to assist you in preparing your campus updates for 2007-2008. You may also download the pdf version at <http://www.calstate.edu/ar/FCC/FCC06/ch07.pdf>.

Text

Each campus will have two pages of information to provide a maximum of 850 words for the narrative text. The categories are as follows:

- (1) Campus profile
- (2) Academic profile
- (3) Student life
- (4) 2007-2008 calendar
- (5) EPT/ELM examination dates
- (6) Campus tours
- (7) Fees

CSU Campuses

Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay
Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus

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Campuses designated by the CSU Office of the Chancellor as impacted are encouraged to include information about competitive admission policies under the academic profile subheading. Campuses that will require students to apply during the initial filing period, or that will not accept any lower division transfer students are urged to provide such information.

In addition, please update information under "Quick Facts," including the "Information Resources" in the last section that contains important campus phone numbers. The "Quick Facts" section should be no more than 150 words.

The Ethnicity section of "Quick Facts" should include the following:

- (1) African American
- (2) American Indian
- (3) Asian Pacific American
- (4) Latino/a
- (5) White

The Information Resources section of "Quick Facts" should include the following:

- (1) General Information
- (2) Admission
- (3) Athletics
- (4) Campus Tours
- (5) Disabled Student Services
- (6) Educational Opportunity Program
- (7) Extended Education
- (8) Financial Aid (please indicate if scholarship office is not part of financial aid office)
- (9) Housing
- (10) International Student Services & Programs
- (11) Outreach Services and Recruitment
- (12) Pre-Admission Advising
- (13) Scholarship Office
- (14) Testing Office
- (15) Veterans Affairs

Please include your campus address, mailing address, central phone number, and World Wide Web address for inclusion in the Information Resources section. Campuses may also wish to include the addresses and phone numbers of off-campus sites in this section.

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Photographs

Please submit electronically at least three or four high quality color photos (in jpeg format) of campus life, students in action, and buildings/landmarks. Photos must be in a resolution that is no less than **72 dpi**.

Deadline

Please forward your campus information on or before **May 15, 2007**. You may electronically send the text files as an attachment and the image files to jderama@calstate.edu. Courtesy of your prompt reply is highly appreciated as deadline to this request is sensitive to the timely distribution of this material for the counselors and students. If your updated campus information is not received by the deadline, we will use the 2006-2007 edition.

Please include the name and telephone number of the contact person at your campus who can answer questions that may arise about the information you provided. Questions about the information requested may be directed to Mr. DeRama at the e-mail indicated above or at (562) 951-4731.

Thank you for your attention to this request.

AGJ:CCC;jd

Attachments

cc: CSU Presidents
Directors, Admission and Records
Directors, Outreach and Recruitment
Directors, Public Affairs/Communications