March 17, 1969

To: State College Presidents

From: Glenn S. Dumke
Chancellor

Subject: Executive Order No. 64: Establishment of Enrollment Limitations and Priorities

It is apparent that further plans must be immediately developed to accommodate the unprecedented enrollment growth which the State Colleges are now experiencing. The matter is made more critical by the fact that students not accommodated this year become a part of the enrollment press in subsequent years.

I am aware that each of you has given careful consideration to numerous factors before setting specific admission and enrollment quotas. I am pleased that particular attention has been given to the admission of junior level transfers. I am by the attached Executive Order formalizing what for the most part already has occurred at each College.

By directing a letter similar to Attachment A to each junior college president and quantifying the maximum number of spaces available to upper division transfers, we will be demonstrating in tangible fashion the extent of our commitment to the junior college transfer.

Please return Attachment B no later than April 1. I would also like to receive a copy of the letter you send to junior college presidents.

GSD:fb
Enc.

Copies to: Deans of Students
Associate Deans, Admissions & Records
Director, Institutional Research
Chancellor's Staff
Establishment of Enrollment Limitations and Priorities  
Executive Order No. 64

Pursuant to Sections 40650 and 40651 of Title 5 of the California Administrative Code, the President of each State College is hereby directed to:

1. Limit enrollment for the 1969-70 academic year to the full-time equivalent students indicated below:

<table>
<thead>
<tr>
<th>College</th>
<th>Full-time Equivalent</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chico</td>
<td>8,480</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>Dominguez Hills</td>
<td>1,400</td>
<td>San Diego</td>
</tr>
<tr>
<td>Fresno</td>
<td>10,900</td>
<td>San Fernando</td>
</tr>
<tr>
<td>Fullerton</td>
<td>9,040</td>
<td>San Francisco</td>
</tr>
<tr>
<td>Hayward</td>
<td>7,410</td>
<td>San Jose</td>
</tr>
<tr>
<td>Humboldt</td>
<td>4,750</td>
<td>Sonoma</td>
</tr>
<tr>
<td>Long Beach</td>
<td>18,850</td>
<td>Stanislaus</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>14,220</td>
<td>Cal Poly, Pomona</td>
</tr>
<tr>
<td>Sacramento</td>
<td>11,000</td>
<td>Cal Poly, SLO</td>
</tr>
</tbody>
</table>

2. Provide for the greatest number of new upper division transfer students by reducing quotas for first-time freshmen, lower division transfers and unclassified graduate students to the lowest numbers consistent with maintaining program continuity and making maximum effective use of facilities. (These quotas should be exceeded if spaces are not required for upper division transfers.)

3. Notify all area junior colleges that the greatest number of spaces are being held for upper division transfers, but that in no case can priority be maintained after May 15, 1969. (See sample letter - Attachment A)
4. Use the means most appropriate to local conditions to obtain commitments from continuing and newly admitted students of their intention to enroll in order to insure full utilization of available space.

5. Establish a quota to provide possibility for late admission of hardship cases and publish and distribute procedures so that all potential applicants are aware of means by which unusual problems may be given consideration.

Within the framework of the above general guidelines the specific provisions of Section 40651 may be incorporated. In addition, I urge that special consideration be given to returning Vietnam veterans who have completed lower division work.

This order is effective immediately.

Dated: March 17, 1969

Glenn S. Dumke, Chancellor
SAMPLE LETTER

Dear President:

As you certainly know, the California State Colleges are being severely taxed by unprecedented enrollment pressures. After careful reevaluation it has been determined that a maximum enrollment of ______ F.T.E. can be accommodated in 1969-70. In setting quotas for various enrollment categories, (name of college) has set aside the maximum possible number of spaces for upper division transfers. This has been accomplished by reducing to the minimum necessary for maintenance of continuity of our entire program the projected intake of freshmen, lower division transfers and unclassified graduate students. The nature of available facilities was, of course, also a determining factor.

In setting these priorities we must also deal with the possibility of under-utilization should a lesser than anticipated number of students actually enroll. Therefore, general application of preference to upper division transfers cannot be honored after May 15, 1969. I must emphasize that application by this date does not guarantee admission. Rather, it will provide adequate time to advise other groups of students that space is available and to assist those who cannot be accommodated to make alternative arrangements.

Regarding the latter, it should be reemphasized that the California State Colleges have traditionally attempted to assure all qualified upper division applicants of a place within the California State College system. This will continue to be the case. A student who cannot be admitted to his college of first choice may have his records forwarded to any other State College. Students who seek admission after application receipt has been discontinued will be advised of options open to them. Usually some form of financial aid can be obtained to cover the increased costs which might accompany a change in plans.

Please assist us by taking whatever steps you consider necessary to assure that all potential transfers are made aware of these facts and are encouraged to apply immediately.

Sincerely,

(President)
(Alternative to paragraph 2)

Unfortunately we have already received more applications for upper division admission than we can possibly accommodate. However, all State Colleges except __________________________ (determine at time of mailing) are still accepting applications. Upper division applicants wishing priority consideration must apply by May 15, 1969. I must emphasize... make alternative arrangements.
SUMMARY OF ENROLLMENT QUOTAS 1969-70

Report in terms of enrollment plans, not of number applying or to be admitted

Name of College ___________________________ Date __________________

1. 1969-70 Projected Fall Total individuals
   a. Continuing and returning ________________________
   b. First-time freshmen ____________________________
   c. Lower division transfers ________________________
   d. Upper division transfers ________________________
   e. New classified graduates ________________________
      (degree and credential programs) ________________
   f. New unclassified graduates _____________________

2. 1969-70 Projected Winter total individuals
   a. Continuing and returning ________________________
   b. First-time freshmen ____________________________
   c. Lower division transfers ________________________
   d. Upper division transfers ________________________
   e. New classified graduates ________________________
      (degree and credential programs) ________________
   f. New unclassified graduates _____________________

3. 1969-70 Projected Spring total individuals
   a. Continuing and returning ________________________
   b. First-time freshmen ____________________________
   c. Lower division transfers ________________________
   d. Upper division transfers ________________________
   e. New classified graduates ________________________
      (degree and credential programs) ________________
   f. New unclassified graduates _____________________

4. Spaces reserved for hardship cases
   Fall ___________ Winter ___________ Spring ___________
5. Please indicate by a check (✓) which of those items listed below were particularly significant in determining 1969-70 enrollment quotas. Double check (✓✓) the one or two items which were most significant.

- General classroom space
- Laboratory space
- Faculty offices
- Auxiliary facilities
- Faculty recruitment
- Planned growth
- Program balance

6. Additional comments to clarify #5 above:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________