



Office of Admissions

**MEMORANDUM**

**TO:** Department Chairs & Directors

**FROM:** Christine Casalnuovo-Adams, Director, Office of Admissions

**DATE:** September 8, 2014

**RE:** College-Wide Open Houses – **Saturday, October 18, 2014**

The MCC Fall College-Wide Open Houses for high school students and parents are scheduled for Saturday, **October 18<sup>th</sup>**. **In order to meet the demand of interested students and offer a more personalized visit, Open House will now have two sessions. The first session will be from 9 am - 12 noon and the second from 1-4 pm.**

The open house is successful because more than 80 faculty and staff contribute their time and enthusiasm to make this a welcoming and productive event.

The academic fair continues to be very popular. Tables should be staffed from 9:30-12 and 1:30-4. There will also be an opportunity for academic departments to showcase their programs during a presentation. If your department is interested in having a presentation, please indicate this on the attached form.

I recognize that it is a significant commitment on the part of faculty and staff to participate, and the Office of Admissions appreciates your contribution. Our fall College-Wide Open House is one of our signature recruitment events.

Each department will be provided with a table and department sign. We ask that each department display visually appealing information about their services, such as handouts, tabletop displays, or anything else the department would like to share with students and families.

Please complete the form on page 2 by **September 16<sup>th</sup>** and return to Bernadette Duffy, Office of Admissions, Room 1-211.

# MCC Open Houses Sign Up Form

## Saturday, October 18, 2014

Department Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Print the names of your department representatives who will assist at your table on October 18th. Tables will be clustered by Academy groupings. After each name, indicate the time frame the person will be attending.

\_\_\_\_\_  9:30-12  1:30-4  both

\_\_\_\_\_  9:30-12  1:30-4  both

\_\_\_\_\_  9:30-12  1:30-4  both

\_\_\_\_\_  9:30-12  1:30-4  both

Special Requests (electrical outlets/# of tables):

\_\_\_\_\_

Academic departments are invited to give a presentation which will be offered during the workshops time frame (9:30 -11:45 am and 1:30 – 3:45 pm). Please indicate if your department would like to give a presentation:  Yes  No

If yes, person(s) presenting:

\_\_\_\_\_

Please list the names of individuals from your department who are available to assist with duties like registration, tour guides, providing directions, etc. who are not staffing a table at the academic/student services fair.

\_\_\_\_\_  9-12  1-4  both

\_\_\_\_\_  9-12  1-4  both

**Please return form by Tuesday September 16, 2014**

Bernadette Duffy Admissions Office Room 1-211