

Office of Admissions



MEMORANDUM

TO: Department Chairs & Directors

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

DATE: February 23, 2015

RE: Admitted Student Day – **Saturday, April 11, 2015**

The MCC Admitted Student Day for high school students and parents is scheduled for Saturday, **April 11th**. The event will run from 9-noon.

Admitted Student Day is successful because faculty and staff contribute their time and enthusiasm to make this a welcoming and productive event.

The academic fair continues to be very popular. I am asking that tables be staffed from 9:30-noon.

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. This event is crucial to bringing in our fall freshmen class. 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 enclosed form by **March 16th** and return to Bernadette Duffy, Office of Admissions, Room 1-211.

Admitted Student Day Sign Up Form
Saturday, April 11, 2015

Department Name _____

Contact Person _____

Phone # _____

Print the names of your department representatives who will assist at your table on April 11th.

Special Requests (electrical outlets/# of tables):

Please return form by Monday March 16th to

Bernadette Duffy Admissions Office Room 1-211