



Monroe Community College

STATE UNIVERSITY OF NEW YORK

Admissions Office

TO: Department Chairs & Directors

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

DATE: September 9, 2015

RE: College-Wide Open Houses – **Saturday, October 24, 2015**

The MCC Fall College-Wide Open House for high school students and parents is scheduled for Saturday, **October 24th**. In order to meet the demand of interested students and offer a more personalized visit, we are holding **two sessions for the Open House. The first session will be from 9 to 12 noon and the second session from 1 to 4pm.** We did this last year, with great success.

The open house day 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 fully staffed for the entire length of both sessions (9 am to 12 noon and 1 to 4 pm). 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 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 **September 23rd** and return to Bernadette Duffy, Office of Admissions, Room 1-211.

MCC Open Houses Sign Up Form

Saturday, October 24, 2015

Department Name _____

Contact Person _____

Print the names of your department representatives who will assist at your table on October 24th.

9-12 _____

1-4 _____

Would you like one or two tables? (Circle One) ONE TWO

Academic departments are invited to give a presentation which will be offered during the workshops time frame (9:30-11:45 and 1:30-3:45). Please indicate if your department would like to give a presentation:

Yes No

If yes, person(s) presenting:

Morning Session: _____

Afternoon Session: _____

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 23, 2015

Bernadette Duffy Admissions Office Room 1-211