

Office of Admissions



**MEMORANDUM**

**TO:** Department Chairs & Directors

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

**DATE:** October 3, 2013

**RE:** College-Wide Open House – **Saturday, November 2, 2013**

The MCC Fall College-Wide Open House for high school students and parents is scheduled for Saturday, **November 2, 2013, from 8:45 a.m. to 1 p.m.**

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, and we are looking for new and creative ways to showcase our academic offerings. New this year is our expanded academic and student service fair from 9 a.m. to 1 p.m. There will also be an opportunity for academic departments to showcase their programs during a 20-minute presentation, demonstration or department tour. If your department is interested, share your plans with Admissions counselor Becky Babcock at [rbabcock@monroecc.edu](mailto:rbabcock@monroecc.edu).

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 one six-foot table, tablecloth 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 October 11, 2013 and return to Bernadette Duffy, Office of Admissions, Room 1-211.

## **MCC Open House Sign Up Form Saturday, November 2, 2013**

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

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

Email or Phone # \_\_\_\_\_

Print the names of your department representatives who will assist at your table on November 2, 2013 from 8:45 a.m. to 1 p.m. on the lines below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic departments are invited to give one or more 20-minute presentations, department tour, or specialty demonstration. Indicate if your department would like to give one or more of the following:

<b>Presentation</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Department Tour</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Demonstration</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**An Admissions rep will contact you to review details.**

Please list the names of individuals from your department who are available to assist with duties like registration, tour guides, providing directions, etc.

\_\_\_\_\_

\_\_\_\_\_

**Return completed form by Tuesday, October 11, 2013 to:**

Bernadette Duffy  
Office of Admissions  
Room 1-211