

April 12, 1971

MEMORANDUM

TO: Dave Barry, Don Humphrey, Charles Teske, Faculty
FROM: Merv Cadwallader and DTF on Student Orientation
SUBJECT: Preliminary Program Selection by Incoming Students

The process of preliminary program selection by all incoming first-time and transfer students is essential for the following reasons:

- C
O
P
Y
- (1) Without any past history to guide us in estimating the number of "no-shows" we must do everything in our power to make sure that the students we admit and who have paid their \$50 deposit actually will register in September. One way to help insure this will be to allow them to select their Coordinated Studies program or the area for their Contracted Studies, and to do this immediately. This would enable us to establish individual contact between the student and the coordinator of his program. Correspondence between the two of them would give the student the feeling of immediate involvement in the program. If the coordinator suggested a summer film and reading list, this would tend to strengthen the student's commitment even further.
 - (2) Another problem for which we must find a solution is that of the early and disgruntled dropout. A system of preliminary program selection should reduce early attrition because there would be less confusion during September and October and fewer acute disappointments. The student would have been in communication with a member of the faculty throughout the spring and summer. In most instances he will feel a part of a program, identified with it, and committed to it before he arrives in September. He will be looking forward to getting started.
 - (3) Preliminary program selection will enable us to determine the exact size of each program's faculty and will enable us to assign faculty to the various programs before the June Conference. This is essential if our faculty is to spend the summer getting ready for opening day.

The system of preliminary program selection that we have designed will:

- (1) require that the student reread the catalog;
- (2) request the student to make three ranked choices among all available Coordinated Studies;
- (3) indicate which, if any, foreign language he may be interested in studying;

April 12, 1971

- (4) select among the Contracted Studies areas available, and if he indicates primary interest in Contracted Studies, request the student to select a backup list of Coordinated Studies.

We believe that we can give everyone at least his second choice, and we will be very careful to indicate that the student will have an opportunity to make last minute changes during the first week of school.

We believe that it would be wise to offer at least one short program fall quarter. The student could be asked to include the short programs in his choices.

All of these recommendations are based on the assumption that we will fill and offer every Coordinated Studies program listed for fall, but not necessarily at the average strength of 5 faculty and 100 students..The range could vary from 3 faculty and 60 students to 7 faculty and 140 students.

Instead of a complex, all-campus orientation period, we are recommending that:

- (1) most, if not all, orientation be carried on within the programs and that it be the responsibility of the program coordinators and faculty;
- (2) that during the first week there be a rich schedule of all campus social and cultural activities such as dances, films, multi-media happenings, concerts, lectures, and rap sessions.

MLC:jvk

Attachments

C
O
P
Y