MARY OLENICK

ANNUAL REPORT - TRANSFER

2004-2005

I meet with students on a regular basis throughout the year. Most appointments are for transfer but many also include general advising. I met with approximately 824 students during the year. My assigned advising load is about 60 students.

I post flyers throughout the year on bulletin boards around campus, and oftentimes right in the classrooms, announcing different events, scholarships, deadlines, and my availability as the transfer counselor.

I send out a letter each semester to my advisees, at least a month before pre-registration, inviting them to come in and meet with me to choose classes or discuss transfer. I send a follow-up letter after pre-registration to students who haven’t pre-registered, inviting them once again to meet with me.

I sent out a letter this year to all students matriculated in the A.A. Education programs inviting them to meet with me to learn about the process of becoming a licensed teacher in Massachusetts.

Each student who signed up for Joint Admissions was sent a letter welcoming them to the Joint Admissions program and inviting them to meet with me to discuss transfer in more detail.

I developed a list of highly transferable courses for the advisors in the Advising Center. Students are often asking what courses are transferable and the list includes courses that will definitely transfer to 99.5% of the colleges out there. This gives the advisors a tool for advising new students interested in transfer.

I was the main contact person on campus for Joint Admissions. 138 students signed up for Joint Admissions in the fall semester.

I published a fall and spring Transfer Newsletter, highlighting events on campus as well as events in Massachusetts. There was also general information about the transfer process. The newsletter is distributed around campus, as well as e-mailed to CCCC students, faculty and staff.

There were two transfer fairs on campus, one in the fall and one in the spring. I tried something new with the fair in the fall: all the representatives came on one day and were set up in the cafeteria and the upper commons. Approximately 50 colleges were in attendance. I think it worked out better on the one day and I will continue that in the future. The fair in the spring was in the evening, set up in the North-South Connector, and approx. 15 colleges were in attendance.

For the first time this year we hosted a mini Nursing Fair the last day of classes. This was a last minute event which initially was targeted to the nursing graduates but was also of great interest to the students not accepted into the nursing program this year. Three colleges were in attendance and at least 50 students attended. I plan to organize this event again next year, maybe a little earlier in the semester.

Bridgewater State College and UMass-Dartmouth offered on-site admissions in the fall and spring. The representatives met with at least 10-12 students each semester.

College representatives from the following colleges visited campus to speak with students and provide general information: UMass-Amherst, UMass-Lowell, Salem State College, American International College, Bay State College and Johnson and Wales University.
Mount Holyoke College, Smith College and Wellesley College hosted a luncheon in the fall for non-traditional-age women students interested in their programs. There were approximately 8 students in attendance.

I visited and toured Emerson College and Johnson and Wales University during the year. I had never visited either college.

I was asked to facilitate two Transfer Workshops at the OPEN HOUSE in April. One prospective student came to ask some transfer questions.

Last year we developed curriculum for the 2004-05 academic catalog reflecting the Board of Higher Education’s newly created transfer compacts for Early Childhood Education and Elementary Education. This year we are still finalizing all the details of the compacts through the state Joint Admissions Group and locally with the Math Department and Social Sciences Department.

I coordinated the Information Desk that was set up in the cafeteria at the beginning of each semester.

I assist in the Advising and Counseling office when there is a shortage of advisors or when Rick Nastri is out of the office.

I assisted Natalie Dubois during the Non-commencement Scholarship deliberations. I coordinated the application process for Transfer Merit Scholarships for Umass-Dartmouth and Bridgewater State College. I coordinated the application process for CCCC students applying for the NETA scholarship. I refer students to the Lost Coin Scholarship and in the last week four students received $1000 scholarships from that organization.

I attended the state-wide Joint Admissions Steering Committee meetings throughout the year. I met with Massachusetts’s community college transfer counselors twice a semester. I attended meetings of a newly created “Connect” group which is working to improve transfer between the southeastern Massachusetts community colleges and BSC and Umass-Dartmouth.

I coordinated the academic judging for the Nantucket Jr. Miss pageant in the fall semester.

FUTURE OBJECTIVES

I would like to explore in depth what transfer information we have on the CCCC website and expand on the information, if necessary, to give students access to the most useful information.

I continue to be interested in co-leading or assisting with an advisor training that would include information on transfer opportunities.

Beginning in Fall 2005, Joint Admissions will no longer require a participation form. My challenge will be spreading the word about it and making sure students know about it and have accurate information. I hope to enlighten the faculty as well as the students.

Respectfully Submitted

Mary Olenick