

To: Deans, Department Chairs, Directors, Faculty and Staff

From: Fred A. Bragg, Academic Advisor  
Majors' Fair, Program Coordinator

Through: Lettie Raab, Executive Director  
University College

Date: October 3, 2012

Subject: 11<sup>th</sup> Annual University College Majors' Fair

We are planning our 11th Annual University College Majors' Fair. The Fair will be held in the William A. Tempton Sr. Memorial Student Center Ballroom, on Tuesday, October 30, 2012, 9:00 a.m. - 3:00 p.m.

We will provide "Booth(s)" for each college and other services. Each booth will have an identification sign, two side chairs and wastebasket.

The purpose of the Majors' Fair is to provide opportunities for students to explore the exciting academic opportunities available to them at Prairie View A&M University. The event will address the needs of undecided majors, but all students will benefit from the information shared at the event.

The Majors' Fair is a wonderful opportunity for faculty to meet with students who are exploring potential majors, minors, concentrations and pre-professional programs. Faculty is encouraged to promote their departments, and explain emerging programs' policies. **A special 1<sup>st</sup> to 3<sup>rd</sup> place awards will be provided to the most attractive booths.**

The Majors' Fair will help students make better-informed decisions, be more academically successful and complete their degrees in a timely manner. We would request that your department provide representatives from your college to be available to assist students in obtaining information on the majors and minors in your area. We would also suggest that teachers encourage students to attend.

Your support for the Majors' Fair is an expression of your commitment to the education of our students and we sincerely thank you!

Therefore, we ask you to provide the following information at your booth:

- Written descriptions of the majors and minors and any other educational options available in your college
- Degree plans for each major and minor
- Listings of possible jobs in the major areas and salary ranges
- Requirements for minors or double majors

- Staff person(s) to answer student questions-Please, if possible, involve your **UC Faculty Advisement Coordinator(s)**

Last year over 700, students participated in this event. The participation rate will be even greater this year. We are grateful for your cooperation in making this event a success. We feel this activity will provide our students with important information that will help them make informed academic choices.

Please note that we will also use this opportunity to recruit high school seniors as the **“Sneak Preview”** program will bring several hundred prospective Panthers High school seniors to the Fair.

Please fax or E-mail the enclosed participation form by 5:00 P.M., October 19, 2012 to fax # 936-261-5922, or e-mail [fabragg@pvamu.edu](mailto:fabragg@pvamu.edu). If further information is needed, please contact Fred Bragg at (936) 261-5904.

CC: Dr. Joahanne Thomas-Smith, Provost and Senior Vice President for Academic Affairs