UVM’s
ALUMNI & PARENT
ADMISSIONS VOLUNTEER
PROGRAM

This handbook is designed to provide you with important information about the University of
Vermont for recruitment purposes.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Welcome Message &amp; Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>UVM Vision, Mission and Goals</td>
<td>4</td>
</tr>
<tr>
<td><strong>Chapter I- Volunteer Guidelines</strong></td>
<td>5-6</td>
</tr>
<tr>
<td>A. Volunteer Opportunities</td>
<td></td>
</tr>
<tr>
<td>B. Volunteer Expectations</td>
<td></td>
</tr>
<tr>
<td>C. Admissions Profession Best Practices</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter II - Office of Admissions updates</strong></td>
<td>7-13</td>
</tr>
<tr>
<td>A. Things to know-updates</td>
<td></td>
</tr>
<tr>
<td>B. Student profile for class entering Fall 2015</td>
<td></td>
</tr>
<tr>
<td>C. Standardized testing requirements</td>
<td></td>
</tr>
<tr>
<td>D. Application deadlines</td>
<td></td>
</tr>
<tr>
<td>E. Important dates and deadlines</td>
<td></td>
</tr>
<tr>
<td>F. What’s new at UVM</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter III – UVM Diversity Initiatives</strong></td>
<td>14-15</td>
</tr>
<tr>
<td><strong>Chapter IV-How to represent UVM at...</strong></td>
<td>16-21</td>
</tr>
<tr>
<td>A. Tips for responding to Questions</td>
<td></td>
</tr>
<tr>
<td>B. College Fairs</td>
<td></td>
</tr>
<tr>
<td>C. Congratulatory Contacts via phone/e-mail</td>
<td></td>
</tr>
<tr>
<td>D. Receptions for admitted students</td>
<td></td>
</tr>
<tr>
<td>E. Being a local contact/resource</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to UVM’s Alumni and Parent Admissions Volunteer Program

Thank you for giving your time to assist the UVM Office of Admissions as we recruit the future classes for the University of Vermont. We are thankful and appreciate your ability to assist us with this program. It is integral to the strategic goals of the University.

This document provides guidelines for participation in our program and some critical updates from the University. Please continue to view our website for admissions volunteers frequently, for admissions related information about your role as a volunteer and how best to prepare you for your volunteer activities.

In addition, we encourage you to use the information on the UVM website and read stories on the University Communications site. Or, connect with UVM on Facebook, Twitter, LinkedIn, Flickr, YouTube, and Instagram.

Please offer your feedback and suggestions regarding the program and any trends you are observing about UVM in your area. Again, we are most grateful for your efforts on behalf of UVM.

Sincerely,

Liz Hamlin-Volz
Program Coordinator
Elizabeth.Hamlin@uvm.edu
Voice: 802.656.1499
Fax: 802.656.8611

Nan Tougas
Program Asst/College Fairs
Nanette.Tougas@uvm.edu
Voice: 802.656.4647
Fax: 802.656.8611

Aya AL-Namee
Coordinator of Alumni Outreach
Aya.AL-Namee@uvm.edu
Voice: 802.656.3297
Fax: 802.656.8611

Krista Cantrell ‘16
Communications Intern
Krista.Cantrell@uvm.edu
(802) 656-4667
Fax: 802-656-8611
UVM Vision, Mission, and Goals

The Vision of the University of Vermont:
To be among the nation’s premier small research universities, preeminent in our comprehensive commitment to liberal education, environment, health, and public service.

The Mission of the University of Vermont:
To create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

The Goals of the University of Vermont:
Therefore, to realize our vision to be among the nation’s premier small research universities, we must take these actions.

- “Access to Success”: Promoting Affordability, Financial Access, and Academic Support
- Promoting a culture of advancing academic excellence and cultivating talent
- Identifying necessary investments to ensure a bright future
- Instilling an institutional commitment to efficiency and effectiveness that optimizes the use of facilities, technology, assets, and shared services

The President’s web site focuses on goals and strategies for making UVM stronger. Please take a moment to review stories behind each of the points here.

President Sullivan’s commitment to creating a diverse campus and inclusive campus community is in the forefront. We encourage you to review UVM’s “why diversity” statement and “Our Common Ground” values statement.

Source: www.uvm.edu/president
Chapter I – Guidelines for Participating in the UVM Alumni & Parent Admissions Volunteer Program

The Alumni & Parent Admissions Volunteer Program is a collaborative effort between the Office of Admissions, the UVM Foundation and the UVM Alumni Association, coordinated by the Office of Admissions. Alumni and Parent Admissions Volunteers provide a strong and important national network linking the University of Vermont to prospective students and their families.

A. Volunteer opportunities—we encourage you to sign up for all activities:

- **College Fairs**: Attend college fairs in your area and supply us with ideas for new college fairs in your area. Cover one by yourself or join one of our admissions counselors in your area for training and support.
- **Congratulatory Outreach**: Contact admitted students and/or their parents by phone or e-mail to answer questions and provide information about UVM. We will be piloting a handwritten note of congratulations project as well this year.
- **Admitted Student receptions**: Attend regional admissions receptions and events for admitted students in selected markets; engage with admitted students and parents and encourage them to join the UVM community.

Other ways to help:

- Give a UVM alumni referral fee waiver to an interested senior!
- Meet with UVM admissions staff when they are in your area. When travel schedules are firmed up in early September, admissions staff will be contacting you to join them at a college fair, have a cup of coffee and update you on UVM happenings.
- Provide information about the educational institutions in your area—where would UVM do well? What college fairs exist that we are not attending? What special agencies or programs promote college for first generation and low income students in your area?
- Research college fairs in your area. Because you are local, you may hear about activities that might be good for UVM to attend. Forward information well in advance to us so we can consider it for a staff member and/or an admissions volunteer.
- Encourage students to visit campus whenever you meet them and hear of their interest in UVM. Those who visit UVM tend to choose UVM at a higher rate than those who do not.
- Serve as an advocate of UVM in your community and refer interested students.
B. Volunteer expectations

- Review your email regularly and respond to inquiries. **Keep us notified of any address or e-mail changes** by using the form on our website.
- Remain current on the admissions process, by reading the alumni volunteer handbook, the alumni and parent admissions web site (go.uvm.edu/admissionsvolunteers), and links on the UVM web site.
- When you visit for UVM Reunion or Homecoming, take a tour of campus and let us know you’re visiting at other times of the year. We’d love to meet you in person.
- Stay up-to-date on UVM’s current programs and represent the University in a professional and honest manner.

C. Admissions Profession Best Practices

Please comply with the "**Statement of Principles of Good Practice**" to which the University of Vermont subscribes as a member of the National Association for College Admissions Counseling (NACAC). For more information about the National Association for College Admissions Counseling (NACAC), consult the web at www.nacacnet.org.

**Critical points:**
- Don’t make comparisons or disparaging comments about colleges, universities, or high schools.
- Do not actively pursue students who have made a commitment to enroll at another institution, unless the student initiates the contact.
- Do not promise admission, either to the University of Vermont or to a specific academic program.
- Know the admissions requirements and application deadlines.
- Treat all information from applicants, prospective students, and parents as strictly confidential.
- Answer all questions about UVM, its programs, environment, and fees openly and honestly. If you don’t know the answer, don’t make something up. Offer to ask admissions, and get back to the inquirer.
Chapter II – Office of Admissions Updates:

Things to know:

- The Common Application is UVM’s only application for 2017; applicants must submit application and add UVM to their “My Colleges” list through the Common Application website (www.commonapp.org)
- We strongly encourage online submission for transcripts and recommendations by the school counselor through the Common Application or Naviance. We cannot accept materials via email.
- Completion deadlines for the application are Nov 1st for early action (EA) (non-binding) and January 15th for Regular Decisions. The deadline is for the application itself; supporting materials like transcript, recommendations and test scores can follow within the week of the deadline. EA decisions are sent mid-November and mid-December, and Regular Decision in mid-February and mid-March.
- NOTE: Alumni and parent admissions volunteers may extend a fee waiver to students using the form and process outlined in the yellow box on the Admissions Volunteers website (go.uvm.edu/admissionsvolunteers)
- Vermont students who apply Early Action by November 1 will have their application fee waived.
- Consideration for Merit Scholarships require no separate application; students are considered during the application process. Merit scholarships for Vermonters range from $2,000 to $8,000 per year. Green and Gold recipients (the top rising senior as established by the Vermont high school) will receive tuition each year, renewable based on criteria. Out of state resident merit scholarships range from $8,000 to $18,000 per year. A student’s admissions application must be completed by February 1 in order to be considered for the greatest range of scholarships.
- Merit scholarships are renewable with a 2.8 cumulative GPA after the first year, and with a 3.0 cumulative GPA after the 2nd and 3rd years.
- The Free Application for Federal Student Aid or FAFSA (www.FAFSA.ed.gov) will be open for completion as of October 1, 20-16. UVM’s priority deadline is February 1. Financial aid awards will be sent out in the first week of March. Due to changes in the Federal guidelines and Prior-prior, students and families will be using their 2015 Federal tax return information.

Other things to know:

- Popular majors in recent years: Business Administration, Biology, Psychological Science, Nursing, Environmental science, Mechanical Engineering, Biological Science, Neuroscience, Animal Science, Engineering undecided, English, Political science, Environmental studies, Exercise and movement science, Biochemistry, Computer Science, Economics, Public Communication
- 93% are either employed or in graduate school within 6 months of graduation (Class of 2015 data)- (84% is the national average)
This breaks down to:
  - 77% employed and 16% of UVM graduates enrolled in graduate school within 6 months of graduation (Class of 2015 data)
  - 85% employed within a field related to their major
  - 94% employed within a field related to their career area
  - 94% satisfied with their position

- Med School rates: 53% admitted if using the UVM pre-med advising program; 43% is the national average
- Law School acceptance for UVM graduates is 92%; 77% is national average
- Vet school acceptance is 90%.
- Approximately 103,000 alumni

**Application Numbers and Enrollment**
- For our fall 2016 class (approx. 2,500* students) we received 23,400 + applications.
  *information fully available after add/drop

- **Student profile for the students admitted for fall 2016**

  Middle 50% for standardized test scores for students admitted for the fall of 2016

  SATCR 560-670  
  SATM 570-670  
  SATW 560-670  
  ACT C- 26-31

  Class standing of students admitted for the fall of 2016*:

  - **39 percent** were in the **top 10** % of their graduating class
  - **77 percent** were in the **top 25** % of their graduating class
  - **97 percent** were in the **top 50** % of their graduating class

  *Reported by 35% of applicants

**Standardized Testing Information:**

**First-year applicants:**

SAT or ACT scores must be submitted officially through the College Board or the ACT online at [www.collegeboard.org](http://www.collegeboard.org) or [www.act.org](http://www.act.org) to be considered official. We are unable to take scores sent by email or on the HS transcript as official.

As part of our holistic review process, UVM considers students’ highest section scores across all ACT and SAT dates submitted. We will convert any “old” SAT (taken previously
to March 2016 to the “new” SAT scale. **Applicants are encouraged to send all sets of scores.**

We “super-score” meaning that we will choose the highest portion of the Evidence Based Reading and Math from the SAT and the highest of each of the subset scores in the ACT.

**What’s required for First-year applicants for fall 2017?**

Students must either take the NEW SAT (first given in March 2016) or the ACT.
- SAT—will not need the optional writing portion
- ACT will not need the optional writing portion

**Testing requirements for First-year, first-time international applicants:**

International applicants for fall 2017 are required to submit official test scores from either the SAT or the ACT.

*English Proficiency for International Students for whom English is not their first language*

Official test results are required of all international applicants whose first language is not English. We require a minimum score of 90 on the Test of English as a Foreign Language (TOEFL). The TOEFL is administered by the Educational Testing Service of Princeton, N.J. Please visit [http://www.ets.org](http://www.ets.org) for more information about testing locations and to arrange for UVM to receive official test results.

UVM may also accept official results of the equivalent International English Languages Testing System (IELTS) with a band score of 6.5. For more information, please visit them online at [http://www.ielts.org](http://www.ielts.org).

**Note:** If a student has attended a U.S. institution for three or more years, UVM admissions may waive the requirement for TOEFL/IELTS scores on a case-by-case basis.

International applicants who do not meet these levels for English language proficiency should apply to the [UVM Global Gateway Program](http://www.uvm.edu/globalgateway). This UVM based program focuses on English language skills while taking UVM course work which can be attributed to a UVM degree after successful progression.

**Transfer applicants:** Students submitting a transfer application are not required to provide standardized test scores. However, scores appearing on the high school record may be considered.
Application Fee and Fee waivers

UVM Alumni & Parent Admissions Volunteers Fee Waiver

A link to a PDF of the Admissions Volunteer Fee waiver is available for volunteers at go.uvm.edu/admissionsvolunteers. Look at the yellow box on the website for more instructions. Please follow the directions on how to give a fee waiver to someone you know who is applying, then use the google form to let us know who received it. Students will select “alumni referral fee waiver” on the My Colleges tab for UVM under the question “Do you intend to use one of these school-specific fee waivers?”

The application fee is $55.

Vermont applicants will have their fee waived if they apply for Early Action by November 1.

These students must submit their Common Application online by this date. Supporting materials can follow later. On the Common application, they should choose the “UVM Fee Waiver” option in the general section of the University of Vermont questions of the Common Application.

Common Application UVM is a Common Application exclusive school. The Common Application is our ONLY application and is 100% online at www.commonapp.org. Students must add UVM to their “my colleges” list as they are completing the application. Note: in 2018 we will become part of the Coalition Application for Access, Affordability, and Success. Students will be able to use either application in 2018.

Early Action vs. Regular Decision
You may be asked by students about the competitiveness for students who choose Early Action (EA) versus Regular decision. Last year (Fall 2016) we received nearly half of our applications under the early notification process. Students who maintain a solid academic background, have met the recommended requirements by the end of their junior year, and are within the averages for class standing and standardized test scores should, if interested, apply Early Action. We will look at the 1st quarter or mid-term grades for all Early Action applicants as a means of seeing their progress in the senior year. Early Action is not binding; a student is notified in mid-December but has until May 1, the National Candidate’s reply date to commit to UVM.

Changes to our list of majors:
- Animal Science is now called Animal and Veterinary Science
- A new major in Food Systems (B.S) has launched.
- There is a new minor in Sports Management
**Clubs, Organizations and stuff to do:**
To see what’s happening on campus daily, check out the [UVM Bored](mailto:UVMBored) website or if students ask you how to get involved on campus, direct them to the [Student Government Association web site](http://www.studentorgs.edu) or the list of approved clubs and organizations at the [Lynx](http://www.lynx.org).

**Campus Visits**

UVM Admissions offers a variety of on-campus visit options throughout the year. For current schedules, please urge students to consult the [visit page of our website](http://www.admissions.uvm.edu/visit).
### Important Admissions Dates/Deadlines 2016-17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>Early Action Common Application deadline</td>
</tr>
<tr>
<td></td>
<td>Transfer and Spring First-year Common Application deadline</td>
</tr>
<tr>
<td>November 10</td>
<td>Initial release of Early Action decisions</td>
</tr>
<tr>
<td>December 14</td>
<td>Early Action decision release date (5 p.m. EST)</td>
</tr>
<tr>
<td>January 15</td>
<td>Regular Application deadline</td>
</tr>
<tr>
<td>February 1</td>
<td>Priority deadline for filing the Free Application for Federal Student Aid (FAFSA) for First-year students and Transfers</td>
</tr>
<tr>
<td>February 9</td>
<td>Initial Regular decision release (R1)</td>
</tr>
<tr>
<td>March 10</td>
<td>Final admissions decisions released (R2)</td>
</tr>
<tr>
<td>April 15</td>
<td>Fall Transfer application deadline</td>
</tr>
<tr>
<td>May 1</td>
<td>National Candidate’s Reply Date for First-year applicants</td>
</tr>
</tbody>
</table>

### What’s New at UVM

To see more about the new building projects on campus, go here: [Current Building Projects](source: UVM Facilities and Design web site)

**STEM building**

The University of Vermont has identified the Science Technology Engineering and Mathematics (STEM) Complex as its highest priority facilities need in the Capital Plan for the institution. The existing facilities housing the programs of Chemistry, Physics, School of Engineering, Mathematics and Statistics and Computer Science are deficient and require upgrades to meet current needs. It is the intent of the University to construct a modern laboratory/classroom/office complex to accommodate the teaching and research needs of these programs.
The construction will be accomplished in three different phases over a four year period. The first phase includes construction of the Discovery Building, a state-of-the-art teaching and research laboratory facility, while the second phase will construct the Innovation Building, a classroom/office facility. Phase three will include concurrent selected renovations within the Votey Building.

In accordance with the University of Vermont's "Environmental Design in New and Renovated Buildings" policy, the STEM Complex project is being designed, at minimum, to meet LEED Silver Level criteria.

Alumni House at 61 Summit Street (source: UVM Facilities and Design web site)

The historic former residence at 61 Summit Street project involves a complete renovation of the interior spaces and mechanical and electrical systems for the existing house and the construction of a new 2,600 gsf events pavilion addition to the house designed to accommodate 150 person occupancy. The renovation to the existing house will create a main floor dedicated to public and events spaces, a second floor with a combination of public, events and support spaces and a third floor offering secure operation and office spaces for Foundation staff.

First year Residence Hall and Dining Facility (former space of Chittenden, Buckham and Wills)

A new residence hall for first-year students will be located in the center of the academic campus adjacent to classroom buildings and academic facilities, including the Bailey/Howe Library and the STEM complex. Opening August 2017, the new residence hall, featuring popular amenities and a convenient location. The residence hall will have 699 beds, a 500-seat dining hall, a bridge/connector to Bailey/Howe Library, seminar rooms to create a living/learning environment, a fitness center and a location on the Green Mountain Walkway, which traverses campus.

In accordance with the University of Vermont's "Environmental Design in New and Renovated Buildings" policy, the First Year Student Housing project is being designed, at minimum, to meet LEED Silver Level criteria.

Why UVM and UVM’s national acclaim
View a list of accolades from various news sources detailing UVM’s place in the market.
Scroll to bottom of the page please!

University Communications news stories
University Communication writes great stories about alumni, faculty and students and how they are engaging in the local, national and international scenes. Check back frequently.
Chapter III – University Diversity Initiatives

As expressed in the University’s mission statement, creating and sustaining a diverse community of students, faculty, and staff is a leading priority for UVM. We appreciate your efforts in helping us realize this important goal.

Recent Successes
The Office of Admissions strives to meet the goal of diversifying our student body through recruiting under-represented populations including students of color, first-generation college bound, and Pell Grant eligible college-bound students.

Over the past 10 years, we’ve seen steady increases in our enrollment from these populations. Partnerships with selected high schools in NYC, Chicago, Philadelphia and Burlington, and other outreach in the form of programs like Discovering UVM (for prospective students), Joining the Circle (for admitted students), and “3 for All”, have created opportunities for UVM to attract high quality African, Latino/a, Asian, and Native American (ALANA), and first generation college-bound students.

The fall 2016 incoming class includes 11 % first-year ALANA students—consistent with last year’s first-year class. This brings the total percentage of ALANA students at UVM to about 13%.

The ALANA student center is going to move into the E building of the Living and Learning Center and is working on a potential name change for Fall 2016.

Ways You Can Help
You may be aware of organizations and clubs in your community that might help us connect with ALANA and first-generation students and their families. Let us know about these organizations and how we can be in touch. Kevin Chu, a member of our Admissions staff, coordinates our partnership and outreach programs. Please be in touch with Kevin at Kevin.Chu@uvm.edu, or let the admissions counselor in your area know of potential areas for relationship building.

If you meet a student at a fair or other admissions activity who might be interested in our Discovering UVM program, tell them about the program for under-represented groups, first-generation, and LGBTQA students. It’s a great way to learn about UVM, learn more about the college search process, and experience the residence halls and academic life by attending a UVM class. Please have students send their name and contact information and pass it along to Kevin. Applications for the Discovering UVM program are online.

International recruitment at UVM
Within the last 3 years, UVM admissions has implemented and executed a plan to travel and meet students in their home countries at college fairs, high school visits and through partnership programs. To see information about International Admissions requirements, go here.

UVM’s Global Gateway Program provides intensive English language skills for incoming international students in either 1, 2 or 3 semester programs. Once complete, with satisfactory grades and GPA, these students can matriculate into UVM as transfer students.
Chapter IV—How to Represent UVM

A. Tips for Answering Prospective Student and Parent Questions

We recognize the challenge of becoming the voice of UVM when faced with students and families who consider you the expert on the University. Here are some strategies that should help you manage most situations.

- Sharing your own UVM experiences helps enrich the UVM story and makes the institution come alive for interested students. Sharing academic experiences and how UVM shaped you into the person you are today is really powerful. Strive for an appropriate balance of how UVM prepared you for life after college and the adventures in your college years.
- Don’t be afraid to admit you don’t know the answer to a question; incorrect information can prove harmful down the road. State what you know, then direct the student/parent to the Office of Admissions (802-656-3370) or admissions@uvm.edu, or jot down the question, find out the information from Liz Hamlin-Volz (Elizabeth.Hamlin@uvm.edu), and call/e-mail them back with the answer.
- Clarify the question before answering. You’ll give a better answer if you understand the inquiry.
- Choose your words carefully; take a moment to think if necessary. Remember that you’re representing the entire University, not just part of it. Please let us know if you hear particular questions or concerns being raised frequently. It might be something that is particular to a region of the country or part of a larger trend. We can help you craft a response – and inform other volunteers.
- Finally, don’t give too much information. State the facts as you know them.

B. College fair purpose:

College fairs offer an opportunity for prospective students and families the chance to meet with representatives from various schools at the same time. UVM admissions counselors attend as many college fairs as our human and financial resources permit; your participation allows us to expand our reach and visibility with prospective students.

Nan Tougas in UVM admissions will contact you directly when there are fairs in your area where UVM could use your assistance. Once your attendance is confirmed, UVM admissions will reserve a spot for UVM at the college fair, and notify the school that an alumni/parent volunteer will attend on behalf of UVM. Appropriate quantities of print materials, a UVM table banner (returnable), name tag, and other UVM information will be sent to you in advance of each fair.
Nan Tougas sets up an online listing of available college fairs in your region on signupgenius.com. She will send you a link to view the listing—you simply need to sign up and she will reserve a spot for UVM at the college fair. She will notify the school that an alumni/parent volunteer will attend on behalf of UVM. Nan sends the volunteer appropriate quantities of print materials and other UVM information in advance of each fair.

In case you do not have a college fair in your area to cover single-handedly, you can join one of our admissions counselors who may be traveling near you. They will be emailing you to see if you can join them at a college fair. It’s a great opportunity to see how it works and have some training.

Tips for a successful college fair experience:
- Review the alumni and parent admissions volunteer website before you go.
- Carefully note the date and time of the fair.
- Brush up on your UVM facts before the fair. The Facts & Figures sheet, Outcomes, and the fair brochure are good ways to do this. PDFs are updated on the website by mid-September.
- Open up your college fair box early so you can see what’s inside and take time to review the information.
- Try to arrive at least 30 minutes early. Good parking is often limited; you will have heavy print materials with you and will need to set up before students arrive.
- Dress appropriately – as you would for work or business casual. Wear comfortable shoes.

At the Fair
- Drape the UVM banner over the edge of the table, easily visible to students and families. Put out plenty of the fair brochures (our primary piece for fairs) and follow the picture enclosed in the box.
- Your material box will have inquiry cards enclosed. Encourage all students to fill out a card and leave it with you (you’ll send them back with your banner). All students should take a fair brochure.
- You are a front line representative for UVM, answer all questions respectfully; refer students to the Office of Admissions when you feel you can’t answer a question fully.
- Don’t forget that our website: www.uvm.edu/admissions contains a wealth of information.
- Stay for the entire fair and stand behind your table. National Association for College Admissions Counseling best practices do not allow for representatives from any college or university to stand in front of their table.
Use the following guide to the publications we’ve sent you to understand what to put on your table and what to use as a reference.

### 2016-17 Print Material

#### Guidelines for College Fairs

**What to display on the college fair table:**

- **UVM table banner**
  - The *Fair brochure* is the primary display piece and provides extensive information about admissions statistics, clubs and organizations, entrance requirements. Sufficient quantities have been included in your box. **Every student should take one!**

- **Inquiry Cards**—Encourage students to complete one while at your table. Send these back with your banner in the business-reply envelope. Students can also sign up online for the mailing list.

- **Financing a UVM Education**—This brochure informs students and parents regarding financial assistance funding and scholarships. Merit scholarships are highlighted inside and on the Student Financial Services web site (www.uvm.edu/scholarships).

**Other items for your reference (do not put on table):**
Guidelines for Applying sheet lists majors by school/college affiliation and contains critical information about the admissions process and entrance requirements. This is now online at uvm.edu/apply for students and parents.

Facts and Figures—This sheet is for your reference. Keep behind the table.

Viewbook—There will be a few viewbooks for reference; these are mailed to seniors on the mailing list. Use this as a decorative piece on the table and for your reference. Only give to a counselor or a senior who has not yet received one.

Outcomes sheet this is an updated compilation of statistics that will be important to students and parents. Note, the 4-year plan (a blue-print to getting the most out of your UVM education) and the important stats.

Student Organizations List These are helpful when students and parents have questions about what is available at UVM. More info and contact information for the groups can be found on the web.

Joining a Diverse Community—This brochure is for students who wish to learn more about UVM’s commitment to creating a diverse and welcoming environment. Please keep behind the table and give to potentially interested students or counselors.

If you are aware of a college fair in your area that we are not attending, please contact Liz Hamlin-Volz at Elizabeth.Hamlin@uvm.edu.

Liz is also happy to speak with volunteers who are attending a college fair for the first time by themselves. Please give her a call at (802) 656-1499 to discuss what to expect.

C. Congratulatory Contacts to admitted students/parents via phone and email

After admissions decisions are released, admissions volunteers are asked to call or e-mail admitted students/parents in their local area.

Accepted phone/e-mail contacts occur in late November, late January and late February. We will contact you to make sure you can provide help before these calling times.

Volunteers are sent a spreadsheet with admitted student contact information and a script for phone and e-mail conversations via file transfer system at UVM. In response to our volunteers, please feel free to engage either with the student or the parent. Once
contacts are completed, volunteers notify us about their results. Results are tabulated for our annual statistical report. The general format is:

- Introduce yourself by name and UVM graduation year or current student’s class year to the student or their parent/family member.
- State your reasons for contacting them: congratulations on your acceptance to UVM and encouragement of visiting campus for an Admitted Student Visitation Day in February, March or April or local admitted student reception (locations vary).
- Establish a friendly rapport. Stress the fact that you are a local UVM alumni/parent volunteer and are available as a UVM resource for questions. Tell them a little bit about how your UVM experience shaped you or your UVM student.
- Ask how they became interested in UVM or their major; what are they looking for in a college?
- Determine if the student needs additional information. Please forward the inquiry to the program coordinators (Liz and/or communications intern) immediately via e-mail.
- Encourage the student or parents to contact you for additional information.
- Inform the coordinators of any unusual aspect of the conversation.

D. Receptions for Admitted Students
These programs serve as an introduction to UVM’s Community. In our major market areas, the Office of Admissions, the UVM Alumni Association, and UVM Foundation host receptions that incorporate a faculty lecture for newly-admitted students, their parents, and local alumni. These receptions offer students the chance to hear from UVM faculty and mingle with local alumni and friends of the University, as they make final decisions to attend UVM. Having contact with UVM alumni, students, and staff offers a great opportunity to learn why they should choose UVM. Representatives from UVM Admissions, the UVM Foundation, our faculty speaker, and current students attend each reception. These are held in Burlington, Boston, New York, Philadelphia, San Francisco, Long Island, and Washington, D.C.

In our growing markets, we also host receptions without a faculty speaker for our admitted students and their parents. Admissions staff, Foundation staff, a current UVM student, local alumni, and UVM parents are on hand to help answer questions. These take place in Atlanta; Minneapolis; Princeton, NJ area; Fairfield County, CT; greater Chicago (Winnetka); Seattle, WA, and Westchester County, NY

E. Informal Meetings with prospective and admitted students
UVM does not offer interviews, nor require them of our prospective students. However, some students and families like to make a local connection with an alumnus/a, or parent
of a UVM student. These meetings are purely conversational and not evaluative. They
do not have bearing on the admissions decision.

If asked, we may contact interested volunteers to meet with a student. We encourage
you to meet informally with interested students and their families at a public place such
as a local business, library, or bookstore/café. This can be an opportunity to tell them
about your experiences and learn about their interest in UVM. An appropriate amount
of time to spend would be 30 minutes to an hour with the student/family.

The process starts when a student or parent calls the Office of Admissions and speaks
with Nan Tougas, the program assistant. Nan will match the student with a parent
and/or alumni/a volunteer who has indicated they are willing to be a local resource. Nan
will alert the volunteer via e-mail that an interested student in their area is interested in
contacting them. If the volunteer is okay with meeting/conversing with the student, Nan
will extend the e-mail of the admissions volunteer to the student/parent, and will
instruct them to contact the volunteer directly.

If you’ve met with a student/parent, please be in contact with Nan, at
Nanette.Tougas@uvm.edu, or (802) 656-4647, indicating with whom you met. You do
not need to write up formal notes on your meeting, but it is good to know what
interactions our prospective students are experiencing.