



LEHIGH UNIVERSITY

**ALUMNI AND PARENT ADMISSIONS OUTREACH
VOLUNTEERS (AAO & PAO)**

Updated September 2009

Training Manual

LEHIGH UNIVERSITY

Volunteer Training Manual

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Welcome to the Lehigh University Alumni Admissions Outreach and Parent Admissions Outreach Volunteer Training!

Challenging Great Minds...Inspiring Great Imaginations!

The Alumni Admissions Outreach (AAO) and Parent Admissions Outreach (PAO) Programs are fantastic ways for Lehigh Alumni and Lehigh parents to stay involved with the present-day university. If you are not already a member of the AAO or PAO, now is the time to come on board! You will join a dedicated assembly of over 800 Lehigh Admissions Volunteers, who are trained to assist the University and the Office of Admissions by recruiting the finest students across the country and throughout the world. By sharing your collegiate and parental experiences and professional successes with prospective students, you will illustrate the benefits of the Lehigh experience.

The first step in becoming a volunteer is to print and read through this manual. Then you will need to watch the online training video. These two training elements will adequately educate you so that you will be able to address and answer 99% of the questions that you will be asked when serving as an AAO/PAO Volunteer. After reading the manual and watching the video, you will be asked to take a simple online quiz to see if you were paying attention. Once you have completed those three assignments, you will become a certified AAO/PAO Volunteer, and you will be able to attend Lehigh functions on behalf of the Office of Admissions, and Lehigh University as a whole.

If you have any questions throughout the training process, please feel free to contact the Director of the AAO/PAO Programs at lehighaao@lehigh.edu. Your involvement, no matter how great or small, will have a tremendous impact on the lives of our prospective students. You may be the reason a student chooses Lehigh! Thank you for volunteering your time, and welcome to the program!

Volunteer Opportunities:

Identifying and Referring Students – All Year

Representing Lehigh at College Fairs – Fall and Spring

Conducting Alumni Interviews – January and February

Accepted Student Congratulations Calls – April

Parent-To-Parent Calls (PAO) – April and Summer

Freshmen Sendoffs – July and August

Accepted Students' Events – April

Identifying and Referring Students:

One of the most important and least formal responsibilities of an Admissions Volunteer is to find prospective students and refer them to Lehigh.

As the “eyes and ears” of the Admissions Office, you are in a unique position to identify potential candidates from your community. They might be the sons or daughters of co-workers or family friends. They might be the young women or men that you coached in Little League or taught in Sunday School a few years ago. They might be the students you know whose names were just in the newspaper for making honor roll, for getting a sports award, or for being involved in a community service project. Whatever your source, if you think they would make a positive addition to Lehigh, talk to them about us (and please send us their names and addresses so that we can get in touch with them too).

Some Do’s and Don’ts for Identifying and Referring Students:

DO Be aware of appropriate opportunities to discuss Lehigh with prospective students or parents, but avoid forcing the issue.

DO Remember that for the prospective student you **are** Lehigh University. So be friendly, professional, positive, and enthusiastic!

DO Start early with prospective candidates. Once a student has created a refined list of possible colleges, there is very little likelihood they will develop a new interest.

DO Use the freshman class profile as a guide for your involvement with candidates.

DO Talk enthusiastically about Lehigh opportunities. Use the third person present tense to explain what Lehigh is like. Do not let personal loyalties or experiences cloud an objective presentation. Make sure you separate your opinion from factual information.

DO Read your Lehigh publications regularly (Alumni Bulletin, Lehigh Week, Brown & White); keep your personal Lehigh reference library up to date; meet with the Admissions Office counselor when he/she visits your area.

DO Encourage visitation to campus.

DO Be aware of NCAA rules when speaking to student athletes. It is best to allow the coaches to contact athletes, although your student referrals are greatly valued.

DO NOT Venture to answer questions about which you are uncertain -- offer to get an answer and follow through with that service. Lehigh is a dynamic place, and no one (including professional staff members) can be expected to know everything.

DO NOT Volunteer a guess about an admissions decision. Decision-making is the domain of the professional Admissions staff and involves many different criteria.

DO NOT Make talent evaluations, (athletic, music, etc.). Offer the Office of Admissions written *impressions* or *recommendations* instead.

DO NOT Make financial aid evaluations, particularly to candidates, families, etc. Circumstances differ even in cases where salary is the same!!

DO NOT Make comparisons between schools as this does not reflect well on Lehigh. Speak of Lehigh's positive opportunities rather than emphasizing your perceptions of another school's negative features. The quality of a Lehigh education will sell itself.

College Fairs:

College Fairs are programs organized by individual high schools, groups of high schools, civic organizations and/or educational associations.

The purpose of the fair is to provide an opportunity for students and their parents to gather information from a wide variety of colleges and universities. Depending on the size of the fair, representatives from anywhere between 25 and 300 colleges and universities will arrive early and arrange their school's materials at assigned tables. Students and parents will then go from table to table, briefly talking to the representatives, picking up informational brochures and filling out inquiry cards. The inquiry cards are critical since they provide us with the means of contacting the students and adding them to our mailing list.

Because of the large number of fairs held each year, it is impossible for the Admissions Office staff to attend more than a fraction of those available. This is one of the areas where you, our Admissions Volunteers, are so important to the whole recruiting/admissions process.



Signing up for a College Fair:

The list of college fairs that need to be covered by volunteers can be found at www3.lehigh.edu/alumni/volunteer/ao/collegeFairs.asp

If you are willing and able to cover a fair, email lehighao@lehigh.edu with the fair information and your name and mailing address. A box of materials will be sent to you prior to the fair date.

Before the Fair:

- Invitations to college fairs are mailed to Lehigh's Admissions Office by the sponsoring body anywhere from several months to only a couple of weeks prior to the event.
- Occasionally, the invitations are sent directly to volunteers (in which case, you should notify us as soon as possible).
- The Office of Admissions will determine whether or not to attend based on such factors as: Are we likely to see enough students to make

participation worthwhile? Do we have trained Volunteers in the area who can attend? Is participation cost justifiable? We then respond to the invitation accordingly.

- When the Admissions Office requests volunteer coverage for a fair, the fair information will be posted here:
www3.lehigh.edu/alumni/volunteer/aao/collegeFairs.asp
- As a volunteer, you should check the posting regularly, as new fairs are added daily.
- If you are able to cover a fair, email lehighaao@lehigh.edu with the fair details and your mailing address.
- In most cases we will have one or two volunteers for each fair.
- Materials will be sent to either you or another attending volunteer prior to the date of the fair. Materials include: invitational brochures, inquiry cards, a catalog, a list of commonly asked questions and answers, a table covering, pens, and a sampling of other pamphlets and fact sheets. You will also be mailed a name tag.
- **You should review the materials prior to the fair** (paying particular attention to the college fair manual that has new program information and the list of commonly asked questions and answers).
- If more than one volunteer is participating in a fair, you should be in contact with each other prior to the event.

During the Fair:

- Arrive early, and be professionally dressed. Upon arrival you will be assigned a table. Set up the area with your table covering, brochures, inquiry cards and pens. Keep an eye on your pens, as students tend to swipe them.
- As students and/or parents stop by your table, answer any questions that you are able to answer (the list of commonly asked questions and answers, the course catalog, and your knowledge of Lehigh should cover 99% of what is needed). If the student has a question you are unable to answer, clearly note the question on the student's inquiry card. Tell the student that you will get in touch with them shortly with the answer. (Then contact the Admissions Office ASAP to get the question answered, so that you can then email or call the student with the proper answer).
- Have all of the students who stop by your table fill out an inquiry card. Explain that the Admissions Office will follow through with additional information, including a view book, after the inquiry card is received. While it is preferable that the student give you the completed card, it is OK if they take the card with them to mail in after the fair.
- Give out the invitational brochures and any other relevant pamphlets/fact sheets.

- Maintain a relaxed, friendly atmosphere - do not allow one individual to dominate your time. It will not be uncommon for a line to form in front of the Lehigh table.
- Collect leftover materials and, most importantly, completed inquiry cards. If the school or sponsoring organization needs materials for their files, be sure that you leave a set.

After the Fair:

- Complete the College Fair evaluation sheet (this helps us determine whether or not to attend the program next year).
- Go through the inquiry cards you collected and see if there were any questions noted. If yes, call the Admissions Office promptly to get the questions answered. Then call the student(s) back and provide them with this information.
- Send the evaluation sheet and the completed inquiry cards to the Office of Admissions as soon as possible (the sooner we have the inquiry cards, the sooner we can contact the interested students).
- If you are not planning on attending any other college fairs for the current school year, please affix the postage-paid mailing label to the mailing tube, and send back the table covering as soon as possible.

Alumni Interviews:

For some students living far from Lehigh's campus, a trip to Bethlehem is either impractical or too expensive. Contact with potential students beyond the traditional high school visits and college fairs, can be very beneficial.

Personal interviews are meant to be beneficial for both parties. It is an opportunity for the student to learn more about Lehigh and to share their personal and academic achievements. Since the candidates you interview have not already visited the campus, it is absolutely essential that you are a reliable source of current information on Lehigh. It is also important to remember that you may be the only personal contact the candidate makes with Lehigh.

The interview also provides the Office of Admissions with valuable insight into the candidate, as there are many things that cannot be readily reflected in an application for admission. An interview should be helpful in determining a candidate's maturity, motivation, and personality in general. Personal interviews are also effective recruiting tools as they serve to personalize the admissions process.

While an interview is NOT a required part of the admissions process at Lehigh, it can help a student decide whether or not to attend Lehigh.

The Role of the Interviewer:

The role of the interviewer consists of two different components. It is crucial to remember that it is a professional role with professional standards.

- First and foremost, the role of the interviewer is a **public role**. In the eyes of the candidate and the candidate's parents, you are Lehigh University. This places a great deal of responsibility on you as the way the candidates and their parents feel about Lehigh may be largely due to you. Because of this, interviews should be representative of the intellectual experience and personal attention associated with Lehigh. Another dimension of the public role is that you serve as a source of **current information** about Lehigh.
- The second component of the role of the interviewer is a **liaison**. In this capacity, you help characterize the candidate's personal qualifications and report these qualifications to the Office of Admissions. It is important to remember that your role is to gather information about the student that will not necessarily be reflected

on his or her application. Therefore, the interview should delve into the candidate's interests, motivation, concerns, etc. The information you gather should help the student "come to life" for the admissions counselors. Questions have been provided to guide you when interviewing a prospective student.

Arranging the Interview:

Alumni Interviews will be offered to prospective students by request. During the months of November through January, prospective students will be able to request alumni interviews via the Admissions website. As the interview is requested, the AAO/PAO Director will contact local AAO Volunteers, asking them to conduct the interview. The student's contact information will then be sent to the alumni interviewer. A contact email should be sent to the student, or a phone call should be placed. A sample email has been provided at the end of this section. After the initial contact by the alum, it is then the student's responsibility to contact the AAO/PAO Volunteer so that an interview day, time, and location can be arranged.

Where to Interview:

There are many possible venues for an interview, and it is up to the interviewer and the applicant to decide on a mutually convenient place. The interview can take place in the AAO Volunteer's office or at his or her home, at the applicant's home or school, in the lobby of a hotel, etc.

The most important consideration is the student's comfort; the student needs to be relaxed in order to successfully communicate with you. If there are many students from a particular high school that request interviews, it may be a good idea to set up the interviews at the high school for the same day. A creative approach to interviewing is to make a Saturday Interviewing Day available to students. This would entail all of the applicants from a particular area scheduling appointments with one of a group of alumni who convene in an office or school. This would allow the interviewer to conduct most of their interviews in one day.

Conducting the Interview:

The Tone of the Interview

- The interview should be relaxed but professional and a wide range of topics should be covered. It is intended to be an exchange of information on behalf of both parties so that it is mutually beneficial. The interviewer will be inquiring into what kind of a person the student is, and the student will be inquiring into what kind of a university Lehigh is. Students feel more comfortable with an objective approach; a hard sell approach will leave the student uneasy and uncertain of the quality of a Lehigh education.

The Parents

- Although parents usually accompany the student to the interview, they should not be present during the interview. This is because students oftentimes feel inhibited by their parents. You should be sure to provide a place for the parents to wait while you interview their son or daughter. It is a good idea to furnish the parents with reading material on Lehigh that they can peruse during the interview. At the end of the interview, you should give them a brief overview of the interview and offer to address any of their questions. If the parents insist on remaining with their son or daughter during the interview, gracefully comply with their request and note it in the evaluation.

The Interview:

Remember that the interview should not only cover the basics (such as academic interests, extracurricular activities, etc.), but it should also elicit information about how the student thinks and reacts, his or her energy, enthusiasm, motivation, and willingness to grow both in and out of the classroom. This insight cannot be gained as a result of a conversation that simply concentrates on the individual's academic numbers.

The Introduction

- Meet and greet the student and anyone who may be accompanying them in a warm and open manner. Remember that first impressions are lasting! Explain that the purpose of the interview is to give the student an opportunity to learn more about Lehigh and for Lehigh to learn more about the student. Tell the parents that you will be chatting with their son or daughter for about 25 to 45 minutes, and that after that time you will be available to answer any questions or concerns they may have.

Suggested Interview Format

- While it is important to gather information about the student, it is also important to let the interview flow naturally. Allow the student to do the majority of the talking, but make sure you provide guidance during the interview in the form of appropriate questions. Your principal job is to listen and evaluate in a relaxed interview setting. Be flexible and do not insist on sticking to a particular format. It is best to strive for a happy medium whereby you find out what you would like to know and the student has the freedom to discuss whatever they would like. The interview is a give and take.

Ask Simple Questions Initially: This allows the student to settle into the interview and to build confidence in answering questions. Appropriate questions might be: Have you visited Lehigh? How did you first learn of Lehigh?

Be an Effective Listener: In order to be an effective listener, you should be concentrating on gathering information for three purposes. The *first purpose* is to help the student “see” himself or herself at Lehigh. The *second purpose* is to learn

about the student and how Lehigh can meet their individual needs. The *last purpose* is to collect useful information for the admissions committee.

Conclusion:

- After the student has had a chance to ask their questions, include the parents. Ask them if they have any questions that you can address for them. Once this is completed, tell the student you enjoyed meeting them and wish them the best of luck for their college search. You may want to offer to be a contact for the student throughout the remainder of the admissions process.

Important Points to Remember

- ◆ Consider all information regarding a student's application for admission or financial aid as strictly confidential. This includes admission and financial aid decisions.
- ◆ Students should **always** leave the interview feeling positive about himself/herself and about Lehigh University. The interview evaluation is the only suitable place for your reactions.
- ◆ The interview is only one source of information on the student. Information presented in the interview may or may not be supported in the student's application for admission. One meeting cannot adequately present a student's four year high school career.
- ◆ There are many strong applicants, and we cannot accept all of the students. This means that you will most likely experience some disappointment, as do admissions officers. As stated before, the interview is only one piece in a large, complex puzzle that makes up the student's entire application for admission. It is the job of the professional admissions staff to consider all factors and to make an appropriate decision. There are some factors of which you may not necessarily be aware.
- ◆ Do not venture a guess at an admissions decision even if the student or the parents are insistent. A professional staff member would not venture to make such a guess. You can tell them that last year's successful applicant had A's and B's in a rigorous 4-year curriculum, tell them what the middle 50% range was for the SATs/ACTs, students were involved in extra-curricular activities with some leadership, had positive recommendations, and submitted a fine piece of writing. **It is important to point out that not every student who seemingly fits the above profile will be accepted.** This is because each application is considered in comparison with other applications. Therefore, there is no telling how compelling a particular application will be until all is said and done and all the applications have been read. If the student or the parents wish to discuss this topic further, tell them you will have an admissions counselor contact them directly (this should be noted on the evaluation sheet).

The Interview Summary:

The interview summary is the only evidence of the time and effort dedicated to the interview. Your interview summary should be completed *immediately* after the interview and should be done in a thoughtful manner. An online submission form has been created for you. Visit the following link for the form:
http://www.surveymonkey.com/s.aspx?sm=cD0NcIgl97WHha36MeIoFg_3d_3d

The information gathered during the interview will make up the objective points. The subjective part of the profile will convey your overall impression of the student and the interview. As stated before, the most valuable information you can gather during an interview is information that goes beyond the numbers and reveals who the student is as a person. Your interview summary should be honest and should discuss the appropriateness of a candidate for Lehigh. **It is important to remember that the interview is only one part of the student's complete application, and that a positive evaluation on your part does not necessarily mean that the student will be accepted.** By the same token, a negative evaluation will not dash a student's chances of being admitted. The value of the interview is not determined by how often the interviewer's evaluation agrees with the admissions decision.

Sample Interview Questions:

The following questions should guide your conversation with a prospective student. Questions should not be read directly from paper, but should rather be presented as the conversation flows. Student responses need not be documented during the interview, although feel free to take notes during the interview.

- What are your hobbies and interests? What do you enjoy outside of school?
- Why are you interested in Lehigh? How did you learn about Lehigh?
- What are you looking for in a college? What are 3 characteristics of the ideal college environment?
- What motivates you?
- In your life to date, what accomplishment are you most proud of?
- If you could start high school over again what would you do differently?
- Which 3 words best describe you? How would your best friend describe you?
- Does your school view diversity as an important issue? How do you feel about that?
- If you could accomplish any one goal, what goal would it be? Why?
- What will you contribute to Lehigh?
- Where do you see yourself in 10 years? How will Lehigh help you get there?
- What would you want to Office of Admissions to know about you?
- In one word, how would you describe Lehigh?
- What question should I ask you that you haven't answered already?

Sample Interview Contact Email:

Dear Patty Prospective Student,

It has recently come to my attention that you have submitted an application to Lehigh University and requested an Alumni Interview. Because of your demonstrated interest in Lehigh, I would like to introduce myself. My name is John Smith and I graduated from Lehigh in 1977 with a degree in Molecular Biology. I have been working in the pharmaceutical industry for many years, and feel greatly indebted to Lehigh for my success. Because I feel so strongly about the quality of a Lehigh education, I am a member of a volunteer organization called the Alumni Admissions Outreach Program. This means that I volunteer my time to inform students of the incredible opportunities available at Lehigh, and to recruit the best students for the University.

Part of my responsibilities as an Alumni Admissions Outreach volunteer is to interview prospective students. Although interviews are not required, they are an excellent opportunity for Lehigh to get to know you better, and for you to get to know Lehigh better! Interviews are relaxed and informative, and time is set aside at the end of the interview for your parents to ask questions. I would be more than happy to meet with you and your parents in the near future. Please feel free to call me at 610-555-3111 so that we may set up a mutually convenient day, time, and location. I wish you continued success for your senior year and look forward to speaking with you soon.

Sincerely,
John Smith, '77

Yield Events:

Each year the Admissions Office and/ or the Lehigh Clubs Office invites prospective and accepted students and their parents to special programs held near the students' homes. The programs are designed to both enhance the student's interest in Lehigh and to introduce these prospects to the local Lehigh community. In addition to the students and their families, local area Lehigh alumni, Lehigh parents, current undergraduates, faculty, and staff are also invited.

The programs are relatively relaxed and informal. The Information Nights will typically take place in the fall, the Accepted Students' Events will take place in April (after the letters of acceptance have been mailed), and the Student Sendoffs will take place in July and August. All of these events are considered to be important and integral parts of the recruiting/admissions process and AAO/PAO Volunteer involvement is critical to their success.

Before the Program:

- Based on such factors as historic response, perceived interest and budget, Yield Events are scheduled for various alumni club areas. For the Information Nights, the Admissions Officer responsible for each area locates and arranges for a site, schedules a time and date, orders refreshments, etc. For the Accepted Students' Events and Sendoffs, the AAO/PAO Director or the Clubs Office will make the arrangements to find an Alumni host(ess) and arrange a date/time.
- Personalized invitations are mailed to prospects. Invitations are also mailed to all AAO Volunteers in the area; and current undergraduates are contacted to urge their participation. Email invitations are sent as the event draws nearer.
- RSVPs are done via online registration.
- The positive RSVP responses are recorded and guest lists are produced.

At the Program:

- One or two volunteers will help greet and register the prospects and their parents.

- A short way into the program, the Admissions Officer or staff member will make a brief presentation and ask the Lehigh alumni, current undergraduates, faculty, and staff to introduce themselves.
- All AAO/PAO Volunteers, alumni, current students, and attending faculty are asked to mingle with the prospects and their families. Prospective students typically speak with current undergraduates. The parents of these prospects enjoy speaking with alumni and parents, and you fulfill the critical role of informing them of the value of a Lehigh education.

After the Program:

- The completed guest lists are returned to the Admissions Office (either by the attending Admissions Officer or by the host). Attendees are recorded in the system.
- AAO/PAO Volunteers and current undergraduates are encouraged to keep in touch with prospects throughout the remainder of the admissions process.



Registering for the Yield Events:

Information Nights will be conveyed to you via the regional Admissions Representative. Registration will be available under the Admissions events page on the www.lehigh.edu website.

Accepted Students' Events invitations will have the registration link noted on it, so that you can easily register to attend one of the events.

Sendoffs can be found under the Alumni page on the www.lehigh.edu website. Invitations will have more detailed information available.

Information Nights:

The Information Nights will be held at area hotel ballrooms for prospective students and their parents. The location of these events is determined by the Admissions staff, and is planned and executed by the regional Admissions Representative. The Information Night is a way to inform prospective students and their families about Lehigh University, and Lehigh's criteria for admission, as well as the application process.

Accepted Students' Events:

Accepted Students' Events are held in various cities, where there is a large concentration of accepted students. These events are held in April, shortly after acceptance letters have been sent to the students. The Accepted Students' Events give prospective students the opportunity to meet other prospective students, current

students, alumni, and parents of students. The ASEs are also a valuable tool for students and parents to get their questions answered about Lehigh University. These events are held at an alumnus' home.

Freshmen Sendoffs:

The Freshman Sendoff is the final stage of AAO involvement with incoming Lehigh students, although it is the hope that the relationship between students and alumni will continue. During the months of July and August, Freshman Sendoffs are held. Regional Lehigh Clubs sponsor the event to welcome local incoming Lehigh freshmen, and returning Lehigh students. The event will be planned in areas where there are 10+ incoming freshmen. Lehigh Club Board Members, AAO/PAO Volunteers, incoming freshmen and their families, and current Lehigh students are invited to attend. The purpose of the event is to introduce Lehigh freshmen to Lehigh alumni, and welcome the new students to the "Lehigh Family". The event is informal and typically takes place at an alumnus' home or another casual, outdoor venue.

Accepted Students Congratulations and Parent-to-Parent Calls:

One of the more important requests that the Admissions Office makes of AAO/PAO Volunteers is to participate in congratulating the accepted students.

During this process, volunteers are asked to make telephone calls and send emails to our accepted students. These calls are made in April, once letters of acceptance have been sent by the Office of Admissions.

The objectives of this process are, of course, to keep in touch with the students, give them a chance to ask any last minute questions, show them a local presence (local alumni make the calls), and expose them to other members of the Lehigh Family. In addition, the students and their families are invited to attend the aforementioned Accepted Students' Events (should one be offered nearby). All students are also encouraged to attend the on-campus programs that are offered in April. These include Candidates Days for each College, as well as Lehigh Life Days. Each volunteer caller is given an instruction sheet to guide him/her through the process.

The same objectives apply to the Parent-to-Parent calls, which are conducted by our PAO Volunteers. The main purpose of the P-2-P calls is to congratulate the parents, and give guidance/answer questions from a parent perspective.

Procedures:

- Based on geographic location, Volunteers are matched with several accepted students or accepted students' parents. Each volunteer involved will be sent the appropriate contact information.
- Volunteers contact the students/parents via telephone or email. The Volunteers offer congratulations on the student's acceptance to Lehigh and offer to share his or her Lehigh experience. The Volunteer may also offer to act as a mentor as the student engages in the decision-making process. If mutually desirable, the volunteer and accepted student may meet.

- If the student needs any information that the volunteer cannot provide, the volunteer contacts the AAO/PAO Director for assistance.
- Accepted Students' Events may be planned in the student's geographic area during the month of April. If one is planned, encourage the student to attend the event.
- Encourage each family to return to campus in April for either a Candidate's Day, or a Lehigh Life Day, which are both designed to aide students in making their decision as to whether or not Lehigh is where they want to call home.
- Further contact between the alumni and accepted students is encouraged.

Frequently Asked Questions:

Below you will find a list of prospective students' most commonly asked questions. Please become familiar with these questions and their answers. Also, please remember that this information is subject to change. Stay up to date with Lehigh University by visiting the website www.lehigh.edu often.

Lehigh University

Does Lehigh offer study abroad?

Lehigh offers 200+ approved study abroad programs in 60+ countries; that number includes semester and year-long programs, exchange programs in seven countries and winter and summer faculty-led programs in 10 countries.

How flexible is the curriculum?

Lehigh undergraduates are able to expand their skills or explore new areas of scholarship they find exciting by enrolling in classes in any of three undergraduate colleges – arts and sciences, business, and engineering – as well as in the graduate-level College of Education.

Can I change colleges?

Yes! Boundaries between colleges are fluid. Students must be in good academic standing (not on academic probation) to change colleges. You should seek guidance from your advisor.

Can I change majors?

Yes! Sampling program allows students to take courses in other colleges even to the extent of a minor. Students in Arts and Science and Business usually declare majors after two years. Engineering declares a major after one year, but because of overlapping, courses may change after the sophomore year.

How much does it cost to attend Lehigh?

The typical costs of attendance for the 2009-2010 academic year include the following:

Tuition - \$38,330

Room and Board - \$10,200

Technology Fee - \$300

TOTAL = \$48,830

How safe is your school?

Lehigh has taken many steps to make the campus as safe as possible. Lehigh police officers patrol the campus in vehicles and on foot, and on bicycles. Lehigh

also offers walking escorts and a van service. All residence halls are locked 24 hours a day, and students use special card-keys to enter all halls.

Is an interview required?

An interview is not required, but a campus visit is strongly encouraged. For more information, call the Office of Admissions at (610) 758-3100. In certain regions an Alumni Interview is available. Contact the AAO Director at lehighao@lehigh.edu for more details.

What are the admissions requirements?

Generally speaking, students must submit a transcript with their grades and courses of study, recommendations from a guidance counselor and a teacher, SAT (or ACT), a list of extracurricular activities, and a personal statement. *The Common Application and the Lehigh Supplement must both be submitted.* SAT II subject tests are recommended, not required. They may be taken in any area.

What is the average class size?

The average class size is about 25 to 30 students.

What is the faculty-student relationship like at the undergraduate level?

Lehigh undergraduates enjoy a close working relationship with their professors. The student/faculty ratio is 9 to 1. Faculty members are committed to teaching, and many frequently work on research projects with their undergraduates.

What is the social life like?

Lehigh offers more than 150 student organizations and clubs in politics and student government, Greek life, music and dramatics, a newspaper and a radio station, volunteer activities, religion, sports and intramurals, among many other interests. Substance-free housing also is available

Are the fraternities and sororities big?

Lehigh offers a unique learning environment centered on scholarship, leadership and service. There are **21 fraternities** and **9 sororities**, of which 34.3 percent of the men and 34.9 percent of the women affiliate, respectively. Students can have a great social life whether they are in a Greek organization or not. Roughly 34% of students are members of the Greek system at Lehigh.

What special requirements exist for international students interested in Lehigh?

Lehigh's international community includes more than 900 people from 65 nations – approximately 550 students, 200 faculty and research scholars, and 200 family members.

What types of academic services does Lehigh offer to undergraduates?

Lehigh offers career counseling; tutoring in writing, math and study skills; peer tutoring, and support for international students

What types of internships or co-op experiences are available?

Interns receive firsthand experience and knowledge in a particular field, usually for academic credit. Students perform internships in a wide range of settings – chiefly off campus. Top engineering students can enter a cooperative education program that provides 8 months of work experience – while still allowing them to graduate in 4 years. All co-op students receive a paycheck; many receive a job offer.

What are the admissions deadlines?

| Application Type | Application Deadline | Decision Date |
|----------------------|---|---------------|
| Early Decision I | November 15 | Mid-December |
| Early Decision II | January 1 (Declare EDII by January 15) | Mid-February |
| Regular Decision | January 1 | April 1 |
| 7-year BA/MD Program | November 15 | April 1 |

Where is Lehigh located?

Lehigh's beautiful hillside campus in Bethlehem, Pa., is less than 2 hours from New York City, Philadelphia, the Pocono Mountains, and the New Jersey shore. Settled in 1741, Bethlehem is Pennsylvania's fourth-largest metropolitan area and is a major tourist attraction featuring restored colonial buildings, quaint shops and special events. The Lehigh Valley International Airport is about 10 minutes from campus.

Is your business program accredited by the American Association of Collegiate Schools of Business (AACSB)?

Yes. Lehigh is triple accredited - the highest accreditation possible.

What Athletic Division are Lehigh University teams in?

Division 1AA Football. Division 1 in all other sports. Lehigh competes in the Patriot League. Academics are first priority.

How can I contact the ----- coach?

Write to:

----- Coach
Lehigh University
Athletic Department
641 Taylor Street/Taylor Gym
Bethlehem, PA 18015
You can also call at (610) 758-4300.

Financial Aid

Is financial aid available?

Over 50% of Lehigh undergraduates receive university-funded aid; 60% of students receive aid from some source. Lehigh also offers a **limited** number of merit aid scholarships.

★ In 2008, Lehigh received its largest single cash gift of \$34.2 million from the Stabler Foundation, which will go toward funding financial aid awards. In 2009-2010, Lehigh will award more than \$60 million in university grants and scholarships.

Lehigh meets 96 percent of students' demonstrated need.

How do I apply for Financial Aid?

Lehigh uses the CSS PROFILE and the FAFSA. Students get the PROFILE and FAFSA at their school, or online. The PROFILE should be available in late September, the FAFSA in early December. The PROFILE must be filed **no later than** February 15, the FAFSA can be filed as late as April 15. Specifics can be

found on the financial aid website. Questions? Have the student call the Financial Aid Office at 610/758.3181.



NEW Loan Elimination and Reduction Initiative:

The new policy went into effect beginning in the 2008-09 academic year, encompassing new and current eligible undergraduates, and has four main components:

- **Loan Elimination Initiative**—Loans will be eliminated for students who are eligible for financial aid, and whose family's calculated annual income is less than \$50,000.
- **Loan Reduction Initiative**—For students who are eligible for financial aid, and whose family's calculated annual income is between \$50,000 and \$75,000, loans will be limited to a maximum of \$3,000 per year.
- **Increase in Work-Study Awards**—Work-study awards for students who are included in the loan elimination and reduction initiatives will be increased by 25 percent to \$2,200 per year, thus offsetting the need for loans.
- **Increased Aid for International Students**—Additional funds are being made available to enroll a larger number of eligible, international students with demonstrated financial need.

Study abroad - how does that affect my aid?

If you will be participating in one of Lehigh's programs, which means you will continue to pay your tuition bill to Lehigh, we would treat your semester/year abroad as if you were still on campus.

The one difference is that you obviously could not participate in work-study, so that means a larger loan in place of the work-study earnings. Otherwise, there is little difference. Let us know as early as possible of your intentions. If you are planning to participate in a program that does not come under the supervision of the university, you might not be eligible for financial aid. If this is the case, you need to talk with Financial Aid. You also need to be concerned as to whether or not academic credits, taken abroad, will be accepted by Lehigh

Housing

What can you tell me about on-campus housing?

On-campus housing is guaranteed through the sophomore year. All undergraduate students are required to live on campus for their first 2 years. Newly admitted transfer students are also guaranteed housing their first year. Students with common interests can reside in residences such as ROTC House and the Umoja House (multicultural living environment). Substance-free housing also is available

Am I allowed to have pets in my room/apartment?

No animals, however, non-predatory fish in properly maintained aquariums of 10 gallons or less (aquariums must have noise-free compressors for the filters) are allowed in the residence halls.

Are all on-campus students required to be on a meal plan?

All freshman students are required to be on a 19, 14 or 12 meals per week plan. Upperclass students residing in Trembley Park, Sayre Park and Campus Square

apartments are not required to be on a meal plan. All other on-campus upperclass students are required to be on at least an 8 meals per week plan.

Are students guaranteed housing on campus?

On campus housing is guaranteed for 2 years & students are required to live on campus for 2 years. All upperclassmen (sophomores, juniors and seniors) wishing to reside in residence hall housing will participate in a lottery for apartment, suite and traditional residential spaces. If on campus housing is a priority, there is typically no problem securing housing as a junior or senior.

Are the residence halls/apartments open over Pacing Break?

Thanksgiving? Semester Break? Spring Break?

The residence halls are open over Pacing Break and Thanksgiving Break. They close for Semester Break and Spring Break. Students who reside in Brodhead, Trembley Park, Sayre Park and Campus Square may remain in their room during these times for an additional cost. Other residence hall students who require housing because they are unable to leave campus will be provided with temporary housing accommodations in either an on-campus guest housing facility or a nearby hotel at a cost of \$15 per night.

Can I build a loft?

The construction of lofts is left to the discretion of the Office of Residential Services. If lofts are permitted, they must comply with specifications established by the Office of Residential Services. These specifications prohibit the removal of any University furnishings or affixing lofts to walls, furnishings, or ceilings. Loft guidelines/approval forms are available at the Office of Residential Services (Lower Level, Rathbone Hall; 610-758-3500).

Can I change my meal plan?

Meal plans may be changed within the requirements of the living area up to the 10th day of class of each semester at the Bursar's Office with charges assessed per an established pro-rated schedule. Changes outside of the required meal plan or after the 10th day of class for reasons such as medical condition must petition and receive approval from The Office of Residential Services. If such changes are approved, cost adjustments will be processed on a pro-rated basis as of the week following the last meal purchase.

Can I move in early?

Yes, if necessary. The Office of Residential Services recognizes that specific individuals may need to be permitted to occupy their residence hall rooms earlier than the scheduled check-in. You will receive a Residential Living booklet with your room assignment packet. The Residential Living booklet contains an Early Arrival Request Form, which must be completed and returned to the Office of Residential Services by the beginning of August.

How are freshmen roommates matched?

Once it is determined which building the student will be assigned in, the students are then matched according to the information they provide. Therefore, it is important that you complete all requested information to enable us to make the best match possible. If students mutually request to be together, they will be

assigned together. Single rooms and will be assigned by request. Hobbies and interests are compared for possible similarities with other students.

If I am an incoming freshman, will I get an upperclass roommate if I request mixed, upperclass and freshmen?

The mixed sections have upperclass or freshmen rooms staggered throughout the hall. All freshmen are normally assigned with a fellow freshman roommate.

May I have a refrigerator in my room?

Personal refrigerators may be brought, but are not to exceed 3.5 cubic feet. MicroFridges are available for rental from Campus Specialties. Information will be included in the arrival package. A subscription form will be sent from the company over the summer. You can visit them on the web at <http://www.campuspec.com>.

What residence hall do you recommend?

As an incoming freshman, you are not at liberty to choose a residence hall. Those who deposit first will be given priority for housing assignments. A residence hall will take on the personality of the students who live there for any given year. Therefore, a building cannot be classified in any particular manner.

What furniture will be in my room when I arrive and what do I need to bring for the room?

Each room has all of the basic furniture for each student. A bed, mattress, desk, desk chair, closet or wardrobe, and dresser are provided. There is a ceiling light and either draperies or mini blinds. Due to the varying sizes of rooms and types of furniture, we are unable to give you information on bringing a carpet or additional furniture. This will have to be checked upon arrival. The information you will be sent in July will include more suggestions on what you may want to bring.

What if the room assignment I receive is not my choice? Can it be changed?

Although we understand that you might be disappointed if you do not receive your request, no room changes will be done prior to arrival. Students are asked to give their assignment a 10-day trial period. If the student is unhappy after that time, everything possible will be done to try to relocate him/her. Room change requests should be directed to your Residence Life Coordinator. Past experience has shown that as the student becomes part of the camaraderie of the building, he/she usually no longer wishes to change.

What items are not permitted due to fire safety regulations?

Prohibited items include: halogen lamps, candles of any kind (including decorative), incense, automatic drip coffee makers, percolators, all cooking appliances such as hot plates, microwave ovens, toasters, toaster ovens, heating or immersion coils, electric fry pans, broilers, grills/griddles, portable heating units of any kind, electric blankets, sun lamps.

What is South Mountain College, and how do I apply for this housing option?

South Mountain College is a residential academic program in the College of Arts and Sciences, housed in Sayre Park Apartments. It began in 2007. It is composed

of freshmen, sophomores, juniors, and seniors. It is designed to bring together a community of students and faculty dedicated to the exploration of intellectually exciting and practically significant topics of investigation. South Mountain Students will work in a fluid, interactive, and experiential environment. More detailed program information can be found here:

<http://cas.lehigh.edu/casweb/content/default.aspx?pageid=329>

What should I do if I need special housing consideration due to a medical condition?

A statement from the physician who is providing your treatment that describes your medical condition and what housing placement is required as part of the treatment is required. This statement should be submitted to Residential Services prior to the end of May so that every consideration can be given during the room assignment process. After assignments are completed, every effort would be made to meet your need, however, it may not be possible. This includes use of an air conditioner in your residence hall room as treatment for a medical condition. Not all residence hall room windows can accommodate an air conditioner so it would be important for us to be aware of this need so you can be assigned accordingly.

What should I do if I want to forward some personal belongings to campus?

Personal belongings should be shipped after the student arrives on campus and should be addressed directly to a University box number where you will receive all mail being sent to you. This box number will be included in the arrival information sent to you in July. The University post office in the Ulrich Center will sign for the package and leave a pink slip in your mail box letting you know they are holding a package for you

What size sheets should I bring?

All mattresses are 36" wide and 80" long and take extra long twin sheets.

When will I receive my freshmen assignment and roommate information?

Room assignment, roommate name(s) and address(es), and arrival information will be forwarded in early July. The assignment and roommate information will not be available before that time as we are matching roommates and making the best possible assignments.

Fast Facts about Lehigh:

Below is a brief overview of the present-day University. Please check the fast facts website annually for updated information:

<http://www3.lehigh.edu/admissions/lufacts.asp>

Location

Bethlehem, Pennsylvania (50 miles north of Philadelphia and 75 miles southwest of New York City)

Access

Located near several major highways and the Lehigh Valley International Airport

Founded

1865

Status

Co-educational, non-denominational, private

Degrees Offered

Bachelor of Arts and Bachelor of Science.

Advanced degrees include Master of Arts, Master of Business Administration, Master of Education, Master of Engineering, Master of Science, Educational Specialist, Doctor of Education, Doctor of Philosophy, and Doctor of Arts.

Students and Faculty

Undergraduates: 4,856; 59% men, 41% women

Graduate students: 2,118; 53% men, 47% women

Faculty: 648 total instructional faculty; 443 full-time faculty

Undergraduate student-to-faculty ratio: 9-to-1

Percentage of faculty with Ph.D.: 99%

Class of 2013 Profile

SAT ranges of the middle 50% of admitted students:

SAT verbal 610–710; SAT math 650–740 (1260-1450)

ACT middle 50% of admitted students: 28-32

GPA range: A/B+ average (solid grades in challenging coursework, i.e., Advanced Placement, Honors, International Baccalaureate)

Application Figures

11,171 high school seniors applied for the first year class entering in fall 2009. The 2013 Class has 1201 students.

Career Summary & Placement Class of 2006 Graduates

96% employed, in graduate school, in the military, traveling or settled into other career-related opportunities within six months of graduation
 60% employed by over 280 firms including Fortune 500, mid-size, and small employers (starting salaries comparable to or more than national averages)
 31% enrolled in over 70 highly competitive graduate or professional schools
 5% joined the military, traveled or other

ACADEMICS

Colleges

College of Arts and Sciences
 College of Business and Economics
 P.C. Rossin College of Engineering and Applied Science
 College of Education (primarily graduate offerings)

Courses

More than 2,000 listed in course catalog

Undergraduate Areas of Study

More than 90 undergraduate majors offered:

| | | |
|---------------------|------------------|-------------------------|
| Accounting | Africana Studies | American Studies |
| Anthropology | Applied Science | Applied Life Science |
| Applied Mathematics | Architecture | Architectural History |
| Art | Art History | Asian Studies |
| Astronomy | Astrophysics | Behavioral Neuroscience |
| Biochemistry | Bioengineering | Biology |

| | | |
|---|--------------------------------|--------------------------|
| Business Economics | Business Information Systems | Chemical Engineering |
| Chemistry | Civil Engineering | Classics |
| Classical Civilization | Cognitive Science | Computer Engineering |
| Computer Science | Computer Science and Business | Design Arts |
| Earth & Environmental Science | Economics | Electrical Engineering |
| Elementary/Secondary Education (5-year Program) | Engineering Mechanics | Engineering Physics |
| English | Environmental Engineering | Environmental Studies |
| Finance | French | German |
| Global Studies | History | Industrial Engineering |
| Information & Systems Engineering | International Relations | Journalism |
| Journalism/Science Writing | Management | Marketing |
| Materials Science & Engineering | Mathematics | Mechanical Engineering |
| Molecular Biology | Music | Music Composition |
| Pharmaceutical Chemistry | Philosophy | Physics |
| Political Science | Psychology | Religion Studies |
| Russian Studies | Science, Technology, & Society | Sociology & Anthropology |
| Sociology/Social Psychology | Spanish | Statistics |
| Structural Engineering | Supply Chain Management | Theatre |

| | | |
|---------------|-----------------|--|
| Urban Studies | Women's Studies | |
|---------------|-----------------|--|

Two-degree Programs

Arts and Engineering

5-year B.A. or B.S. /M.Ed. combined degree program

Civil Engineering/Environmental Science

Electrical Engineering/Engineering Physics

Bachelor in Materials Science and Engineering/Masters in Education

Interdisciplinary Programs

Open to all students; includes Integrated Product Development (IPD), Bioengineering, Computer Science and Business, and Lehigh Earth Observatory (LEO).

IDEAS – Integrated Degree in Engineering, Arts & Sciences

A 4-year* **honors** program, resulting in a BS Degree in IDEAS, jointly administered by the College of Arts & Sciences and the P.C. Rossin College of Engineering & Applied Sciences. This program cultivates a new breed of cross-disciplinary innovators, in order to provide an education that produces students well versed in dual focus areas – one in engineering, and one in the liberal arts – humanities, social sciences, mathematics, or natural sciences. It's Renaissance thinking for the technological era. *Students can stay a 5th year to get their full Engineering degree.

IBE – Integrated Business and Engineering

A 4-year* **honors** program, resulting in a BS Degree in IBE, jointly administered by the College of Business & Economics and the P.C. Rossin College of Engineering & Applied Sciences. This program is designed to prepare leaders of the corporate world for the 21st century by providing them with a sound foundation in both management and technology. *Students can stay a 5th year to get their full Engineering degree.

Health Professions

Accelerated 7-year baccalaureate-M.D. program with Drexel University College of Medicine

Accelerated 7-year baccalaureate-D.M.D. dental program with University of Pennsylvania

Accelerated 7-year baccalaureate-O.D. optometry program with the State University of New York, College of Optometry

Global Diversity

More than 300 Lehigh students from a variety of majors study abroad each year, choosing from more than 50 programs in 30 countries. Lehigh's campus is just as diverse, becoming home to nearly 500 international students from nearly 50 countries each year.

To enhance Lehigh's international experience, the Global Union promotes global awareness and cultural understanding within the Lehigh community and the Lehigh Valley. This coalition of more than 25 student clubs and organizations offers more than 50 internationally related cultural, social, and academic programs each year, including the nation's largest International Week celebration. In addition, the Global Union brings international decision-makers to campus, offers language exchange programs, and visits the United Nations and NATO headquarters. The Global Union has a beautiful lounge that offers a satellite television, with direct connections to programs from many countries around the world. The Global Union's more than 600 members represent over 30 countries, including the United States.

SCHOLARSHIPS & FINANCIAL AID

Undergraduate Financial Aid

Students receiving Lehigh aid: more than 50 percent



Academic Merit Awards

Academic Merit Award I: \$37,250 (full tuition) renewable scholarship award for superior academic and leadership achievement. The scholarship is given to approximately 7 students, and is renewable annually. Not based on financial need.

Academic Merit Award II: \$18,625 (1/2 tuition) renewable scholarship award given to students at the top of the incoming class. 14 awards are distributed, and it is renewable annually. Not based on financial need.

Dean's Scholarships: About 10 percent of first-year students receive renewable \$10,000 awards for outstanding academic and leadership achievement. Not based on financial need.

Lehigh Scholars: up to \$4500 per year, renewable over 4 years.

Dexter and Dorothy Baker Scholarships for the Performing Arts: These renewable scholarships provide annual awards of \$3,000 to students who demonstrate an outstanding talent in instrumental music or theatre. Not based on financial need.

Choral Arts Endowed Scholarship: \$2500 per year, renewable over 4 years.

Marching Band Endowed Scholarship: \$1000 1st year and an increasing amount each succeeding year.

ROTC Leadership Award: \$5000 per year, renewable over 4 years.

Presidential Scholarships: 12-month tuition scholarships awarded to students who have a 3.75 GPA or better, after 90 credits. This scholarship can be used for second bachelor's degree or toward a master's degree.

Rodale Scholarship in Journalism: Qualified students will receive a \$2,500 scholarship (which may be renewed for three additional years); opportunities to intern at Rodale Inc. or other prominent media institutions; and one-on-one instruction with Lehigh faculty.

Air Products Scholars Program: First-year students of color in chemical, mechanical and materials science engineering are eligible for this program, which offers \$10,000 scholarships and mentoring by Air Products and Chemicals employees.

\$10,000 scholarships and mentoring by Air Products and Chemicals employees.

CAMPUS RESOURCES

Career Services

Career Services helps all students with career planning, teaches effective job search strategies, and facilitates networking between students, alumni, and employers. Individual counseling and assessment assists students to identify interests, abilities, skills, and work values. Career library holds information on career fields and graduate and professional schools, employer directories, market trends and salary information, and employer files.

Other Services and Resources

- Health and law pre-professional advising is available.
- Alumni serve as career advisers through LUCAN (Lehigh Career Advising Network).
- Full-time, part-time, and summer jobs are posted on Career Services' Web site, www.career.lehigh.edu. Students must register to use this service, which allows them to search jobs by major, employer, and location.
- On-campus interviews for full-time jobs, internships, and co-ops are scheduled with approximately 700 organizations each year.

Academic Assistance

- The Center for Academic Success provides tutoring in most first-year and second-year courses, as well as assistance with study skills.
- The Center for Writing and Math offers assistance with any phase of the writing process and tutoring in math.
- The Office of International Education supports international students and scholars in cultural, academic, and immigration matters.
- The Dean of Students Office provides peer tutoring in most first year- and sophomore-level courses, an absence-reporting system, academic monitoring programs, academic petitions for special exceptions, academic support services for students with disabilities, and consultation on academic concerns.

Health and Well-Being

- The Health and Wellness Center treats most illnesses and injuries and provides health education outreach to students.
- Counseling and Psychological Services provides group and individual assistance to students with psychological, interpersonal, and individual problems.
- The Fitness Center has exercise equipment, aerobics classes, and pool.

Computing and Networking Services

- 600 public site computers in 23 campus locations
- Widespread wireless access throughout campus
- Wired residences with 100 MBPS, troubleshooting help
- Campus portal with online course registration and more
- Training seminars, Web sites, Help Desk for students
- Central disk space for students with daily backup
- High-performance computing (server, grids, etc.)

Library and Media Services

- More than 1.2 million volumes
- 12,000 print and electronic journal subscriptions
- 90 scholarly databases (ex: Lexis/Nexis, Chem Abstracts)
- 220,000 U.S. and PA printed government documents
- MyLibrary customized portal for each discipline
- Special Collections: rare books, archives, digital sites
- Digital Media Lab, International Multimedia, CDs/DVDs

LIFESTYLES

Campus

- 1,600 acres on 3 contiguous campuses
- Main academic campus on the wooded northern slope of South Mountain
- More than 147 buildings with 3.6 million-plus square feet of classroom, laboratory, office and living space
- 180 acres of playing fields
- Half of campus preserved as open space

Residence Halls and Residential Colleges

Student housing is guaranteed at Lehigh through the sophomore year. Most residence halls are doubles, with a limited number of singles and triples.

Apartment-style and suite-style living also is available. Special living opportunities include South Mountain College (a residential academic program in the College of Arts & Sciences), the ROTC Service House, the Global Village House, substance-free housing; and the UMOJA House (established to encourage a sense of unity and pride among students of diverse backgrounds at Lehigh). All residence hall rooms are equipped with a digital telephone system, voice mail, high-speed networking with continuous upgrades to capacity, and a high-speed connection to the World Wide Web.

The Greek System

Lehigh offers a unique learning environment centered on scholarship, leadership, and service. There are **21 fraternities and 9 sororities**, of which 34.3 percent of the men and 34.9 percent of the women affiliate, respectively.

25 Division I intercollegiate Sports for Men and Women

- Men's sports: Baseball, basketball, cross-country, football, golf, lacrosse, soccer, swimming & diving, tennis, track (indoor and outdoor), wrestling
- Women's sports: Basketball, cross-country, crew, field hockey, golf, lacrosse, soccer, softball, swimming & diving, tennis, track (indoor and outdoor), volleyball

Athletic Facilities

- 16,000-seat Goodman Stadium; 5,600-capacity Stabler Arena; newly renovated Grace Hall; fully-equipped Welch Fitness Center in Taylor Gym; Deming Lewis Tennis Center; Rauch Field House; Ulrich Field, a lighted dual field complex with natural grass and artificial turf fields.
- A founding member of the Patriot League, which includes American, Army, Bucknell, Colgate, Holy Cross, Lafayette, Lehigh, and Navy as all-sports members.
- 40+ intramural and club sports.
- 15% of undergraduates participate in varsity athletics.
- 80% of undergraduates take part in intramural or club sports.

Admissions Staff:

Below you will find a list of the Admissions Staff and their respective travel regions.



J. Leon Washington
Dean of Admissions and Financial Aid
jnw207@lehigh.edu



J. Bruce Gardiner
Director of Admissions
jbg0@lehigh.edu
Colorado; Louisiana



Bruce Bunnick
Senior Associate Director
brb5@lehigh.edu
Illinois
New Jersey: Select independent schools
New York City: independent/private/magnet schools in Brooklyn, Bronx, Manhattan and Queens
Pennsylvania Counties: Lackawanna, Luzerne, Susquehanna, Wayne, Wyoming
Select Independent/Private schools in Washington, D.C.



LaVonne Clark
Director of Diversity Recruitment
lac208@lehigh.edu
Puerto Rico; U.S. Virgin Islands
New Jersey Counties: Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union
New York City: Brooklyn, Bronx, Manhattan, and Queens - public schools, Staten Island - all schools



Majed Dergham
Senior Assistant Director
mad305@lehigh.edu
Alaska; California; Florida; Idaho



Jessica DeSantis
Assistant Director
jed305@lehigh.edu

Arizona; Kansas; Missouri; Montana; Nebraska; New Mexico;
 North Dakota, South Dakota, Wyoming

TBA

admissions@lehigh.edu

Kentucky; North Carolina, South Carolina, Tennessee
 Upstate New York (**north** of Rockland and Putnam
 Counties)

Pennsylvania Counties: Chester and Delaware (excluding
 Main Line independent schools)



Krista Evans
Senior Associate Director
kde4@lehigh.edu

Pennsylvania Counties: Berks, Bucks, Carbon, Lehigh,
 Monroe, Montgomery, Northampton, Pike, Schuylkill; Main
 Line independent schools



Barrett Frankel
**Director of Alumni Admissions Outreach and Legacy
 Programs**
bef2@lehigh.edu

Alabama; Arkansas; Georgia; Hawaii; Mississippi; Guam



Kyle Kauffman
Assistant Director
kmk208@lehigh.edu

Oregon; Washington
 New York Counties: Nassau, Suffolk, Westchester



Sarah Knechel
Assistant Director
sck7@lehigh.edu

Minnesota; Wisconsin
 Connecticut counties: Hartford, Litchfield, Middlesex, New
 Haven, New London, Tolland, Windham
 New Jersey Counties: Bergen, Essex, Morris, Passaic, Sussex,
 Warren

New York Counties: Rockland, Putnam



Brian Regan
Assistant Director/Senior Policy Analyst
bsr2@lehigh.edu

Indiana; Michigan; Central and Western Pennsylvania;
Virginia; West Virginia
New Jersey Counties: Atlantic, Burlington, Cape May,
Cumberland, Gloucester, Ocean, Salem



Laura Severin
Director of International Recruitment
las204@lehigh.edu

International (undergraduate)



David Thompson, Jr.
Assistant Director of Diversity Recruitment
dat2@lehigh.edu

Delaware; Maryland
New Jersey Counties: Camden, Hudson
Philadelphia County, Pennsylvania
Washington, D.C. public schools



Natalie van den Heuvel
Assistant Director
nav307@lehigh.edu

Nevada; Ohio; Oklahoma; Texas; Utah
Fairfield County, Connecticut



Liz Young
Assistant Director
ely208@lehigh.edu

Maine; Massachusetts; New Hampshire; Rhode Island;
Vermont

On behalf of Lehigh University and the Office of Admissions, thank you for participating in the Alumni Admissions Outreach and Parent Admissions Outreach Training Program. It is now time to complete your training by taking the online quiz. The quiz will touch upon some of the most important aspects that you have read about in this training manual. If you haven't already, please print this manual so that you can refer to it whenever you have an AAO/PAO Volunteer question. You can also feel free to contact the AAO/PAO Director any time at lehighaao@lehigh.edu.



AAO/PAO Volunteer Training Quiz:

The final phase of your AAO/PAO Volunteer training will be complete once you take the online quiz. The quiz will highlight some of the most important aspects of Lehigh and the Admissions process. Please feel free to refer to the information in this manual when you take the quiz. After you complete the online quiz, you will be coded in the system as a certified AAO/PAO Volunteer, and you can begin recruiting future Lehigh students!

The quiz can be at the following link: <http://www.lehighalumni.com/go/aaquiz>

Thank you again, and I look forward to working with you in the near future.

Sincerely,

A handwritten signature in black ink that reads "Barrett E. Frankel".

Barrett E. Frankel, *Director of the AAO/PAO Volunteer Program*