Alumni Admissions Outreach Volunteer Training Manual *10/2016*

University's Mission Statement

The core, overarching mission of Lehigh University is to advance learning through the integration of teaching, research, and service to others.

Since Lehigh's founding in 1865, the faculty has emphasized the integration of academic disciplines, combining the cultural with the professional, the theoretical with the practical, and the humanistic with the technological in a modern education that serves as preparation for a useful life. Lehigh is an intellectually unified community of learners, and in this sense Lehigh is an integral university.

Lehigh strives to earn international prominence as a university of special distinction through its integration of teaching, research, and service to society. The integrating element of teaching, research and service is learning; the principal mission of all members of the Lehigh community.

Teaching- The development of future leaders in our global society is first among Lehigh's purposes and first among our achievements. Preparation for leadership requires the best of teaching, in which both mentor and student are so deeply engaged that they become joint owners of the learning process.

Research- Lehigh is deeply committed to the creative search for new understanding of nature and human society as an essential element of the learning process. The scholarly inquiry and research of Lehigh faculty and students add value to instruction on our campus, and contribute to the distinction of our university.

Service- The special commitment of the Lehigh community to experiential learning through service to others imbues the entire university with a sense of purpose and value in the larger society. Lehigh is extensively involved in developing partnerships with industry, government and others in education and human services to meet the needs of our society. In a societal sense, Lehigh is devoted to the concepts of unity, community, and cooperative achievement.

Lehigh believes that its graduates must develop critical thinking and effective communication as their habit, have both a broad understanding of human affairs and a domain of true competence, and they are expected to live by a set of mature cultural and personal values, accept the virtue of work as a vehicle of service, and have the will to live and work with exceptional self-discipline.

Respect for human dignity is very important at Lehigh, as we are a caring community deeply committed to harmonious cultural diversity as an essential element of the learning environment. So that all members of the Lehigh community might develop as effective and enlightened citizens, the University encourages physical, social, ethical, and spiritual development as well as rigorous intellectual development.

Office of Admissions Mission Statement

The primary mission of the Office of Admissions is to serve as enrollment managers in the recruitment, selection, and enrollment of degree-seeking freshman and transfer students for undergraduate programs at Lehigh University. We seek intellectually curious, academically talented students who will contribute to campus life and the community beyond Lehigh. We value highly personalized service within the context of a high volume admission process; a holistic, student-centered approach to highly selective admissions, and a diverse student body where the goal of this service is to ultimately generate a sense of "wow" rising above the commonplace standards within the profession of college admissions.

Lehigh University Core Values

Lehigh's Core Purpose: *our fundamental reason for being*

To contribute to society by the creation and dissemination of knowledge through our graduates and the knowledge we create. In fulfilling our core purpose, we seek to:

- Develop leaders and inspire innovators through shared learning and life experiences, personal and intellectual development combined
- Promote student success
- For students: prepare them to engage in a world community, be good and productive citizens and instill value of high standards
- For faculty: hold high expectations for quality of scholarship and creative work
- For staff: expect high quality in everything we do
- For alumni: be a lifelong resource and home to our graduates

Lehigh's Core Values*: essential and enduring tenets*

A small set of timeless guiding principles that require no external justification; they have intrinsic value and importance:

- *Integrity and honesty*
- *Equitable community*
- Academic freedom
- Intellectual curiosity
- Collaboration
- Commitment to excellence
- Leadership

From: Lehigh University Office of the Provost

Early History of Lehigh University

Lehigh University was founded in 1865 by industrial pioneer and philanthropist Asa Packer. For more than 140 years, Lehigh University has combined outstanding academic and learning opportunities with leadership in fostering innovative research. A non-denominational institution, Lehigh is among the nation's most selective, highly ranked private research universities with a mission to advance learning through the integration of teaching, research, and service to others. Dr. Alice P. Gast, a world-renowned researcher with a passion for teaching, assumed leadership as Lehigh University's 13th president on August 1, 2006. President Gast has already set her sights high to build on founder Asa Packer's vision of an institution that balances classical education with practical experiences that serve societal needs.

The University's four colleges – College of Arts and Sciences, College of Business and Economics, College of Education, and the P.C. Rossin College of Engineering and Applied Science – provide opportunities to nearly 7,000 graduate and undergraduate students to discover and grow in a learning community that promotes interdisciplinary programs with real-world experience.

Lehigh's 1,600-acre campus includes roughly 130 academic, residential, and research buildings available for use by the University community. The campus is located in Pennsylvania's pristine Lehigh Valley – in Bethlehem, Pennsylvania, centrally situated just 50 miles north of Philadelphia and 75 miles southwest of New York City. Undergraduates hail from nearly every state and U.S. territory and nearly 50 other nations, with the majority of students coming from the Middle Atlantic region.

With over 1,700 full-time and part-time employees, including approximately 1,100 staff members and over 440 tenured and tenure track faculty, as well as 55,000 alumni, Lehigh aims to be an outstanding medium-sized research university which provides a diversity of intellectual opportunities to both undergraduate and graduate students in a highly collegial community. To ensure that Lehigh remains among the best universities, the institution is committed to achieving higher levels of academic excellence by focusing on the quality of the faculty and their scholarly research, its unwavering commitment to students, and national and international visibility.

Lehigh is accredited by the Middle States Commission on Higher Education, the *Accreditation Board for Engineering and Technology* (ABET), the Association to Advance Collegiate Schools of Business (AACSB), the American Psychological Association (APA), and the Pennsylvania Department of Education.

From: Lehigh University Human Resources – Overview of Lehigh

Practitioners of Enrollment Management

What Enrollment Management Means

- A commitment to aligning University resources for the purpose of achieving an integrated, comprehensive approach to recruitment, student services, and retention
- Striving to enrich the educational environment of Lehigh University by synchronizing the research, recruitment, admissions, financial aid, scholarship, retention, and registration efforts of various departments within the University with the overarching vision of enhancing the image of Lehigh to prospective applicants across the nation and around the globe

Your Role in the Enrollment Management Process

Ambassador to the Public

At all times, whether in the office, on the phone or at a special program, you represent Lehigh University to the public. Be mindful of that professional responsibility as you are in the Admissions Office hallways, theaters, or reception area. You are the first impression many of our visitors and prospective students have of Lehigh, so be sure it is a positive and welcoming one.

Around Campus

Senior Leadership

- President John Simon
- Provost Patrick Farrell (Pat)
- Vice Provost for Academic Diversity Henry Odi
- Deputy Provost for Faculty Affairs Vince Munley
- Deputy Provost for Academic Affairs Jennifer Jensen

Associate Deans

- College of Arts & Sciences (CAS) – Cameron Wesson
- Rossin College of Engineering & Applied Sciences (RCEAS) – Gregory Tonkay
- College of Business & Economics (CBE) - Katrina Zalatan
- College of Education – Ward Cates

Campus Safety

Fully trained officers are certified by the Commonwealth of Pennsylvania and led by University Police Chief Edward K. Shupp. Their office operates around the clock, though there are also security guards (called “brownies” because of their brown uniforms). TRACS Service (Take a Ride Around Campus Safely) provides walking and riding escorts from dusk to dawn. Text message alerts are available, please see the LTS (Library and Technology Services) website or technology section for instructions.

Career Services

Helps all current and former students by facilitating career planning, teaching effective job search strategies, and providing networking opportunities among students, alumni and employers. Career Services: holds career, graduate school and internship fairs; compiles graduate, professional, and employer directories; offers students individual counseling; has an extensive career resource library,

and maintains the LUCIE (Lehigh University Career Information Exchange) online job database. There are many opportunities to interview with companies on campus, as well.

- All pre-professional students work with Mary Ellen Raposa
- The director is Lori Kennedy

Academic Assistance/Student Support Services

Provides students with academic assistance through the center for writing, math, reading and study skills. Opportunities for peer tutoring and services for students with disabilities are provided in the brand new student learning center on the 4th floor of the University Center.

- Katherine Lavinder, Interim Dean of Students
  - Cheryl Ashcroft, Assistant Dean of Students for Academic Support Services

Financial Aid

The other half of our team, located on Packer Avenue.

- Director – Jennifer Mertz
- Jason Shumaker
- Tami Bauder
- Danika Clevenstine
- Nicholas Shimmel (technology)

Dean of Students

All student life, transition, and campus activity and community questions can be directed here.
Interim Dean of Students – Katherine Lavinder
Orientation – Kara Uhrich
First Year Experince – Stefanie Burke
LGBTQA – Chelsea Fullerton
Multicultural Affairs – Margarida DaGraca (interim)
Women's Center – Rita M. Jones
Fraternity and Sorority Affairs – Ashley Baudouin
Residence Life – Ashley Lemmons
Student Conduct – Christopher Mulvihill
Student Activities – Matthew Kitchie

Recruitment Programs

The process of recruiting and matriculating high-quality undergraduates is a cyclical one. The Lehigh University Office of Admission divides the year into "seasons" conducting, participating in, and coordinating programs that correspond to the needs of prospective students and families, with programs and responsibilities reflecting the changes in their needs.

When a Student Visits Campus

Prospective students are welcome to visit campus any day, no appointment needed. Scheduled information sessions and tours are offered throughout the academic year, but are not available during student semester breaks.

The busiest days of the year are: Dr. Martin Luther King, Jr.'s Birthday (January); President's Day (February); Good Friday, *this is the biggest visit day of the year, on average* (March/April); Easter

Monday (March/April); Rosh Hashanah and Yom Kippur (September/October); Columbus Day (October); Veteran's Day (November); New Jersey State Teacher's Conference (November). *These are days in which we have a great need for strong staff presence.*

Information Sessions **-** Information sessions are led twice daily (10:15 AM and 2:15 PM) by admissions counselors or the Grad Assistant who are assigned to specific dates at the start of a given month or semester. On Saturdays in fall when the football team is away, sessions are offered at 9:00, 10:00, 11:00 AM and 12:00, 1:00, and 2:00 PM. Sessions may also be held on select Saturdays in the summer.

Campus Tours **-** Student-led campus tours are offered twice daily at 11:15 AM and 3:15 PM, following information sessions.

Interviews – The purpose of on campus interviews is to provide an additional opportunity for prospective students to both distinguish themselves in the applicant pool, and to learn more about Lehigh. Interested students can register for interviews starting in the spring semester of their junior year, continuing through December of their senior year. On campus interviews are evaluative and are conducted by a select group of Lehigh seniors called Admissions Fellows. Admissions Fellows are Lehigh students trained in the admissions process, and are used in interviews to provide a personalized conversation for a prospective student. The Fellow will provide a semi-standardized write-up and the feedback is included with the student's application. Alumni volunteers will provide off-campus interviews near a student's home in the winter months.

Information and Statistics for the Information Session (2016–2017)

Lehigh University is a private, independent, co-educational four year university with a population representing 49 states and over 60 different countries.

Lehigh was founded in 1865 by industrial pioneer Asa Packer. Packer was responsible for the planning and construction of the Lehigh Valley Railroad, which connected the then-emerging Bethlehem Steel Company to the Coal Regions of Northeastern Pennsylvania. At the time, there was an increased need for specialized training for engineers and Packer laid the financial foundation of $500,000 to endow Lehigh University. At the time, this was the largest sum of money used to found an institute of higher education. Lehigh began as an all-male institution, and was dedicated to the education of engineers who would have an educational foundation rooted in practical skills, and decision making rooted in the study of the Arts and Sciences. In 1971, Lehigh University admitted its first class of women.

Academics

General Facts about Faculty and Classes

Lehigh University is classified as a comprehensive, mid-sized, tier one, research institution. There are approximately 5,080 undergraduates and 2,000 graduate students. 99% of faculty holds doctorate or terminal degrees in their field, and 69% of faculty have achieved tenure – a process that requires research publication and intense academic review. There is a 10:1 student to faculty ratio, 72% of classes enrolled have fewer than 30 students, and the average class size is approximately 27. The largest classes a student will sit in are typically introductory lectures in Calculus, Chemistry, Physics, Economics, and Psychology.

Academic advisors are faculty in the student's major area, and all faculty are required to hold weekly office hours for open visitation. 99% of classes are taught by professors, with some sections of English taught by Graduate Teaching Assistants. Large lecture courses may break into recitations that may be led by TAs; however, no new material is covered in recitations.

Lehigh University has three libraries, which hold more than 1.2 million volumes, 21,500 print and electronic journal subscriptions, and 150 scholarly databases available for research.

The retention rate for first year students is approximately 95% and the six-year graduation rate is approximately 87%. Six-year graduation rates mean that a student graduated within six years, but includes four-year graduates as well. The six-year graduation rate at Lehigh is notable, considering the volume of students enrolled in interdisciplinary programs that are not traditionally done in four years.

For more information, please visit the Office of Institutional Research webpage: www.lehigh.edu/~oir

Undergraduate Colleges

College of Arts & Sciences (CAS)

- Approximately 33% of the student body
- Students declare major by end of the second year, choosing from over 50 BA and BS degrees
- Interdisciplinary majors can be planned with faculty
- Many available undergraduate research opportunities
- Minors are offered in most major fields and in other special fields

P.C. Rossin College of Engineering & Applied Science (RCEAS)

The P.C. Rossin College of Engineering and Applied Sciences provides the foundation of a technical education, integrated with the broad thinking skills used in the Arts and Sciences.

- Approximately 36% of the student body
- A major – 18 offered – is chosen by second semester of freshman year, though there is transfer to a different curriculum possible after that. Engineering 5, a course that surveys all undergraduate Engineering programs, helps students choose. BS degrees are offered in:
    - Bioengineering
    - Chemical Engineering
    - Civil Engineering
    - Computer Engineering
    - Computer Science
    - Electrical Engineering
    - Environmental Engineering
    - Industrial & Systems Engineering
    - Materials Science
    - Mechanical Engineering
- Minors are available in business or arts and sciences, as well as in many technical areas
- A minimum of 20% of the coursework must be in the humanities and social sciences with the possibility of up to 35% being non-technical

Research Areas, Special Centers and Institutes:

- Printing Ink
- Biotechnology
- Robotics
- Emulsion Polymers Institute
- Surface Coatings
- Environmental Studies
- Fracture Mechanics
- Marine Studies
- Metal Forming
- Institute for Biomedical Engineering and Mathematical Biology
- Center for Advanced Technology for Large Structural Systems (ATLSS)

Co Op Programs – Take place the student's Junior year, and only offered to the top third of the class. This helps bridge the gap between education and the industrial or corporate environment. Students work from August to December in the first semester of their Junior year and again the following summer totaling eight months paid work experience during their undergraduate years, while still graduating in four years.

College of Business & Economics (CBE)

- Approximately 26% of the student body
- Students declare a major by the end of their sophomore year, choosing from eight BS degrees in Business and Economics:
    - Accounting
    - Economics
    - Finance

    - Computer Science and Business Management
    - Information Systems
    - Marketing
    - Supply Chain Management
    - Business Economics
- One of only 50 Business colleges from 1,200 in U.S. to reach the triple accreditation level by American Assembly of the Collegiate Schools of Business (AACSB)
- Rauch Business Center opened in the Fall of 1990 (100,000 square foot building), College of Business created in 1910
- A minimum of 40% of the coursework is elective, with a minimum of 25 credits taken outside of CBE
- Internships available and common

Special Centers and Institutes:

- Goodman Center for Real Estate Studies
- Iacocca Institute
- Martindale Center for the Study of Private Enterprise
- Small Business Center
- Undergraduate Business Review Magazine
- Dexter F. Baker Institute for Entrepreneurship, Creativity and Innovation
- Center for Economic Education
- Musser Center for Entrepreneurship
- Financial Services Lab

Business 1- introductory, group-based product design course featuring a project sponsored by Nike

Special Programs

Interdisciplinary Academics

Arts & Engineering (AE) **-** 5-year program that grants a BA from the CAS and BS from the RCEAS

Computer Science & Business (CSB) **–** A traditional 4-year program that integrates main elements of the CBE curriculum with Computer Science courses from the RCEAS

Integrated Degree in Engineering, Arts & Sciences (IDEAS) – A four year interdisciplinary program joining the CAS and the RCEAS. IDEAS can be extended to become a five year program for students who want a second, accredited degree in Engineering. The program truly integrates two areas, as opposed to the more rigid Arts-Engineering five year program.

Integrated Degree in Business & Engineering (IBE) - A four-year interdisciplinary program creating a joint degree between the CBE and RCEAS. Students choose a concentration in either college, and will graduate with an accredited Business degree and students may stay a fifth year to earn the additional accredited Engineering degree.

Seven-Year Medical Program – An accelerated three year undergraduate degree earned at Lehigh, followed by four years of medical school at one of Lehigh's three partner institutions: Drexel University for General Medicine, SUNY Optometry for Optometry, and University of Pennsylvania for Dentistry. A separate application is required and students in this program work with pre-professional advisor, Mary Ellen Raposa.

Pre-Med **–** Not a major at Lehigh, but a concentration or "track." Students who are not in the accelerated medical program are still able to study in the preparatory track. Students who are Pre-Med work with pre-professional advisor Mary Ellen Raposa. The undergraduate degree is supplemented with select lab courses and a medical internship, most often through St. Luke's Hospital and Medical Center in Bethlehem.

Pre-Law **–** Not a major at Lehigh, students interested in attending law school work with pre-professional advisor, Mary Ellen Raposa, and focus on a preparatory track.

Scholars Programs

Eckardt Scholars Program - Restricted to a small number of outstanding students in the CAS, they create their own courses of study and have most distribution requirements waived for the purposes of completing a significant senior project. These students have the opportunity to meet with visiting speakers, attend dinners, lectures, plays, and other events that may not be open to the rest of the community. No application is necessary – students are chosen through the admissions process or after enrolling.

Tauck Scholars – Available to three juniors in the CBE, an international summer internship designed to meet interests and career goals that include a stipend to defray transportation and living expenses.

Martindale Scholars - Available to juniors and seniors in all three colleges, an active exploration of global business and economic issues that has includes educational field trips (Mexico, Canada, Argentina, France, Germany, New Zealand, Turkey, the Czech Republic). Senior year includes a two-semester course dedicated to researching and writing a paper about business or economic issues in the selected country.

The Mountaintop Experience –Inside a former Bethlehem Steel research facility atop South Mountain, Lehigh is creating a vibrant and unique learning environment—a space in which students are given the freedom to pursue answers to open-ended questions while working in, and across, all disciplines. In the process, the students are challenged to increase their capacities for independent inquiry, for taking intellectual risks and learning from failures, for collaboration, for recognizing important problems and opportunities to effect constructive and sustainable change.

- Students may work individually or in small groups. If working individually, students should be members of a cadre or at minimum should be encouraged and supported in engagement in the larger Mountaintop community.
- Projects must involve undergraduate students and may also involve graduate students. Involving one or more graduate students on a team is particularly advantageous, and recommended, when a project has elements that are methodologically challenging.
- We encourage involvement of students at any point in their formal studies. We encourage bringing students together across levels of formal learning, including undergraduate students from different class years as well as graduate students. More experienced students can bring domain knowledge and comfort with ambiguity and risk, while less experienced students may ask the most interesting questions.
- We encourage projects that bring students together across disciplines, wherein they are expected to inform, challenge, and support each other. Disciplines may be chosen based on the nature of the project, or simply to bring a diversity of perspectives to the project. Projects that by their nature

require students from multiple disciplines and perspectives to work together, rather than going about their parts entirely independently, tend to be particularly fruitful.

- Students may be guided by an individual member of the faculty or by multiple members of the faculty or staff. One member of the faculty must take responsibility as contact for the group and for the project budget. In creating continuity with the Spring or Fall semesters, mentors may work individually or in concert.
- We invite proposals regardless of whether the planned activities require new or different space or can be conducted within Mountaintop building. Some work may require special facilities that exist elsewhere, and some naturally will occur in the community or in the field. With the goal of intellectual exchange and influence across groups, we do expect each group to foster connections with the others, at minimum through eagerness to be involved in exchanges with other groups and if possible by maintenance of a visible presence in the shared space.

Graduate Colleges

College of Arts & Sciences –20% of graduate population

College of Business & Economics – 19% of graduate population

College of Education – 24% of graduate population

- Six Graduate Degrees awarded:
    - Doctor of Education
    - Master of Arts in Education
    - Doctor of Philosophy
    - Master of Education
    - Educational Specialist
    - Master of Science in Education
- *Minor in Education* - Upper level undergraduates are given the opportunity to take a minor in education that combines practicum activities with theoretical work and can lead to graduate work in education.
- *Five year program in Education* - Students can earn their Masters in Education and their certification to teach in the state of Pennsylvania. The certificate is reciprocal in 37 states.
    - Of these four colleges, the College of Education is the only college that you cannot apply to as a first year student. Undergraduates are initially admitted to the university through the regular application process in and students with a minimum cumulative 2.75 GPA can apply any time after their second semester for permission to take education classes in the Teacher Education program. Students can earn Bachelor's and Masters in Education degrees and their certification to teach in the state of Pennsylvania. The certificate is reciprocal in 37 states.

P.C. Rossin College of Engineering & Applied Science – 36% of graduate population

Setting and History

The Campus

Lehigh University sits along the North side of Pennsylvania's Old South Mountain, spanning more than 1600 contiguous acres with three independent campuses spread over two townships. The Asa Packer Campus is the main undergraduate campus, on which the Office of Admissions and all undergraduate housing is located.

The Mountaintop Campus is the smallest of the three campuses. There are eight buildings, including Iacocca Hall, named after Alumnus Lee Iacocca. Iacocca Hall is home to Lehigh's Graduate College of Education, as well as the departments of biological sciences and chemical engineering. Another part of the complex contains the Advanced Technology for Large Structural Systems (ATLSS) and the Energy Research Center. The top floors of this building serve as dining and reception halls for many formal events –the Tower Room is the highest point in the Lehigh Valley.

The Murray H. Goodman Campus is the largest, and most recently acquired of the three campuses. Goodman Campus is in Lower Saucon Township, and houses most major athletic venues, including the Murray H. Goodman stadium, Mulivhill Golf Complex, Stabler Arena, Rauch Fieldhouse and at the graduate and married student housing at Saucon Village. Transportation Services and Communications and Public Affairs offices are also located on this campus. The Ben Franklin Technology Center, which helps developing companies, is headquartered here as well.

The City of Bethlehem

Bethlehem was founded in 1741 on the north side of the Lehigh River by members a Protestant denomination known as the Moravians, originally of Moravia, Czechoslovakia. The Moravians came to America to spread the Gospel to the Indians.

Bethlehem sits in the heart of the Lehigh Valley with Allentown to its West and Easton in the East. Total population in Bethlehem is 78,000 and total population in the Lehigh Valley is 650,000, making it the fourth largest metro area in PA. The Lehigh Valley is home to five additional colleges that form a consortium with Lehigh University, called the Lehigh Valley Association of Independent Colleges, allowing students at any of the LVAIC schools to share resources with one another.

Bethlehem is an area historically rooted in the American Industrial Revolution. At the turn of the 19th century, Bethlehem Steel was established on the south side of the river, which brought much cultural diversity to the area and increased Bethlehem's population and reputation significantly. Today, Bethlehem is still the third largest industrial city in PA behind Pittsburgh and Philadelphia, despite the closing of Bethlehem Steel in 1997.

Steel Stacks

Rising from the ground where Bethlehem Steel once stood is Steel Stacks, a cultural, recreational, educational, entertainment and retail development center. Steel Stacks renovated and revitalized the existing structures from Bethlehem Steel to house these sites, and will host concerts and special events all year long. Steel Stacks is home to the Sands Casino Resort, with a recently opened hotel, PBS studios, The Bethlehem SkatePlaza and the Smithsonian National Museum of Industrial History adding to the highlights. There are a number of performing arts stages, and many host free events year-round.

Transportation

Bethlehem has convenient access to New York City (75 miles East) and Philadelphia (60 miles South). The bus depot is located only two blocks from campus and buses frequently depart for Philadelphia and New York City (lines include Transbridge and Greyhound). The Lehigh Valley International Airport (ABE) is just 15 minutes away from campus. It offers 47 daily nonstop and connecting flights and is served by several major airlines including US Airways, American, and Delta.

University Benefactors

Asa Packer – The founder of Lehigh University. From Jim Thorpe, PA, Asa Packer built the Lehigh Valley Railroad and was head of a coal mining empire in eastern Pennsylvania. Based upon his experiences, he felt that an education should be broad, including both liberal arts and sciences and a practical technical education. His vision for education would allow students to make sound decisions and further develop their moral character.

Peter C. Rossin – Class of 1948. A successful engineer and businessman in the industry of titanium alloys, he and his wife Ada endowed the College of Engineering and Applied Science for $25 million in 1998.

Robert Zoellner – Class of 1954. He and his wife Vickie were among the major gift donors to build the Zoellner Arts Center. The building houses the departments of theatre and music, in addition to Lehigh University Art Galleries, the Diamond theatre (307 seats), Baker Hall (1000 seats), and a black box theatre.

Murray H. Goodman – Class of 1948. The principal benefactor in the establishment of the Goodman Athletic Complex and Goodman Stadium. The Athletic Complex includes Stabler Arena, the Rauch Field House, Ulrich fields, and a cross-country course.

Philip Rauch – Class of 1933. He was the principal contributor in the building of the Rauch Business Center, which opened in 1990. He had a successful career as Chairman of the Board and Director of the Parker-Hannifin Corporation. The field house on the Goodman Campus also bears his name.

Bethlehem Steel – Mountaintop Campus is located atop South Mountain and connects the Asa Packer and Goodman Campuses. The 72-acre research site with eight buildings had been the property of Bethlehem Steel Corporation, but Lehigh purchased it in 1986.

Admission & Undergraduate Course Placement

Admissions Procedures

Lehigh prides itself reviewing all applicants holistically. This comprehensive review enables Lehigh to admit students based upon academic merit as well as personal qualities. Using the Common Application exclusively, decisions are made by reviewing all application parts:

- Academic Transcript and High School Profile
- Standardized Test Scores
- Lehigh University Supplement

- Student Essay
- Extracurricular Activities
- Recommendation Letters

Standardized tests are required for an application to be complete. Lehigh will use the best SAT math and critical reading scores of an applicant regardless of test date, but only the highest ACT composite score is used. SAT subject tests are not required for admission; however, some SAT subject tests can be used for academic placement. An ACT writing sub-score above 10, or an SAT writing score of above 700 can be used for course credit, but will not be used in the decision making process.

Average test scores for class of 2019:
- Mid 50% Range SAT – Math: 660-750
- Mid 50% Range SAT – Verbal: 610-700
- Mid 50% Range SAT combined: 1270-1450
- Mid 50% Range ACT – 30-33

Admissions applications are characterized at Lehigh as either Regular Decision (Non-Binding) or Early Decision (Binding –students offered admission agree to attend, and sign a contract that binds them to this agreement prior to submitting the application). Admission to Lehigh is not rolling, and students within a given application cohort are all notified at one time.

Application Deadlines for entering class of Fall 2017:
- Early Decision I: November 15, 2016
- Early Decision II: January 1, 2017
- Regular Decision: January 1, 2017

Incoming Class Demographics

Approximately 13.400 applications were received for the incoming class of 2020. 26% of applicants were offered admission, and 36% of those offered admission matriculated in the fall 2016 for a class size of 1,249. We always seek a diverse class, to compliment the overall population at Lehigh. 24% of students were considered students of color.

Course Placement

Lehigh University will accept information from a prospective student to be used in academic classroom placement, though it is in no way associated with the admissions process of a prospective student. Final scores and transferrable credits should be submitted to the Office of the Registrar after the student has submitted their deposit:
- Most AP Test Scores of 4 and 5
- Most IB Test Scores of 5, 6 and 7 on High Level exams only. No Standard Level scores are accepted for credit
- Grades of C or better awarded from an accredited institution in an equivalent course

Tuition and Financial Aid

Cost of Attendance

The typical costs of attendance for the '16-'17 academic year include the following:
Tuition: $47,920
Technology fee: $400
Typical first-year housing: $7,320
Full meal plan: $5,370
Direct-billed expense: $61,010

Need-Based Financial Aid

Lehigh is dedicated to providing as much need-based financial aid as possible. We believe that it is our responsibility to evaluate a family's ability to contribute in an equitable and consistent manner, recognizing that special circumstances can and do affect a family's ability to pay. In order to be considered for need-based financial aid, a student must submit the following:

CSS Profile - submitted by appropriate deadline correspondent to application type, along with any supplemental forms that are appropriate (business/farm supplement for the self-employed, a non-custodial parent statement for those whose parents are divorced/separated). Early Decision I submission date is November 15th, Early Decision II is January 15th and Regular Decision is February 1st

FAFSA (Free Application for Federal Student Aid) - submitted by February 1st

IRS 1040 - submitted to Lehigh by February 15th, with prior year income tax statements are due for early decision candidates by the ED deadlines noted above

Loan Elimination and Reduction Initiatives

To further enhance the university's commitment and support for need-based financial aid, Lehigh administers its Loan Elimination and Reduction Initiatives. For students who are eligible for financial aid, with a calculated family asset net worth less than $500,000, and whose family's calculated annual income is less than $75,000, their financial aid package will not include any loans to meet their calculated financial need. For students who are eligible for financial aid, with a calculated family asset net worth less than $500,000, and whose family's calculated annual income is between $75,000 and $150,000, the loan portion of their need-based financial aid package will be limited to a maximum of $2,000 per year.

Family calculated annual income - A combination of taxable and untaxed income, which includes both custodial and non-custodial income and may include items added back to income such as losses that are merely tax allowances. The Office of Financial Aid will use this to determine the expected family contribution (EFC).

Family calculated financial need – The cost of attendance less the expected family contribution (EFC). Generally, students who demonstrate financial need may have their need met with a combination of grants, loans and work study.

The EFC is the responsibility of the family and may be paid utilizing current income, savings, a payment plan, borrowing options, or some combination o. Additional borrowing is at the discretion of the family and is not packaged to meet need.

Merit Awards

Lehigh University offers a small number of merit scholarships to students who tend to fall within the top 8% of the incoming class. While standardized test scores are not used as the principal factor for undergraduate admissions, standardized tests may be used as criteria for merit-based awards. Typical incoming first year students awarded with a merit scholarship demonstrate a strong foundation of accelerated courses, correspondingly strong grades, SATs above 1400, and strong leadership and writing skills.

No additional application is required for merit scholarship recipients. Students are nominated by counselors during the application review process, and are decided upon by a Scholarship Review Committee that is headed by the Dean. All scholarships are renewable each year, and all admitted candidates are considered.

Founder's – A full tuition merit scholarship awarded to students who excel academically and demonstrate outstanding leadership skills

Trustee's – A half tuition merit scholarship awarded to students who excel academically and demonstrate outstanding leadership skills, though to a lesser extent than those students nominated for an AMA1

Dean's – A $12,000 merit scholarship awarded to students who excel academically and demonstrate outstanding leadership skills, and generally slightly above our mid-50% admitted student profile range

Rodale Scholars Program in Online Communication – A $2,500 scholarship that may be renewed for three additional years, one-to-one instruction with Lehigh faculty, interaction with Rodale editors and executives, internships at Rodale or other prominent media organizations in cities around the world, and access to the latest research and technological expertise.

Candidates for this program must demonstrate interest, abilities and leadership in Journalism and Communications, as well as show a superior academic record. Students in the program are expected to major or minor in the department of Journalism and Communications

The program is a partnership between Lehigh University's department of Journalism and Rodale Press in Emmaus, PA. Rodale is an internationally known publisher of books and magazines including Prevention, Men's Health, Runner's World, and others. This program gives qualified students an extraordinary level of classroom and professional experience in preparation for a career in on-line communications.

Air Products Scholar Program – A $5000 yearly scholarship sponsored by Air Products and Chemicals, Inc., a leading international supplier of industrial gases/chemicals and related equipment. Four multicultural students enrolled in Chemical Engineering, Mechanical Engineering, or Material Science

majors receive the scholarship. This program will provides students with challenging work experience in their chosen field as well as an overview of Air Products opportunities and a mentorship with Air Products employees.

Choral Arts Scholarships – Talented singers are eligible for these $2,500 scholarships including free vocal lessons. It is not required that a student major or minor in music, but they are expected to join the University Choir, a 50-voice ensemble that tours regularly throughout the United States and internationally. The choir also joins the University Choral Union several times each year to perform on campus with the orchestra. If anyone is interested in applying for this scholarship, please have them contact the Music Department directly.

Performing Arts Scholarships in Instrumental Music and Theatre – These scholarships provide annual renewable awards of $3,000 to students who demonstrate outstanding talent in instrumental music or theatre. Instrumental music scholars are not expected to major or minor in music but must participate in musical groups such as the orchestra or jazz ensemble, in addition to taking lessons. If anyone is interested in applying for this scholarship, please have them contact the music department directly. There are also a few, smaller musical scholarships for students participating in marching band and orchestra specifically.

The scholarship for theatre requires participation in campus theatre activities. These scholarships are available both in performance and design/technical theatre. The theatre department stages several productions a year and scholars will be expected to pursue these opportunities on and off stage. If anyone is interested in applying for this scholarship, please have them contact the theatre department directly.

Presidential Scholarship – Presidential scholars have achieved a cumulative GPA of 3.75 or higher by the end of their senior year at Lehigh. These students have the opportunity to enroll in a fifth year of courses tuition free. Many students pursue one of our five year programs, pursue a Master's degree, or attain an additional undergraduate degree.

Campus Life

Extracurricular Activities

There are over 150 registered student organizations on campus. A survey in 2006 showed that 95% of students stay on campus, or engage in campus activities during the weekends instead of going home or elsewhere. A sampling of other groups include:

- **Publications** – Brown & White, Epitome Yearbook, literary magazines
- **Arts –** Theatre, University Choir, Jazz groups, University Orchestra, a capella groups, marching, concert and pep bands
- **Religious Organizations** – Hillel, Fellowship of Christian Athletes, Reformed University Fellowship, Newman Center for Catholic Ministries, Muslim Students Association
- **Community Service** – Habitat for Humanity, Spring Fling, Spooktacular, Homework clubs, Alternative Spring Breaks (Habitat, Make a Wish)
- **Academic clubs** – History Club, Investment management group, law club
- **Cultural Clubs** – German club, Society of Hispanic Professional Engineers, 5 culturally-based Greek organizations
- **Special interest clubs** – Society of Women Engineers, professional societies

- **Honors Groups** – Phi Beta Kappa
- **International Programs –**NGO status, Global Union, Turkish Students Association

University Productions is the largest student organization and provides many free or heavily subsidized activities for students: concerts held on and off campus, subsidized trips to New York and tickets to Broadway shows or sporting events, movies on campus, comedians, etc.

Campus Housing

All first and second year students are required to live on campus. Though on-campus housing is almost always available for all undergraduate students who request it, it is not guaranteed beyond the first two years. A lottery system is in place for students who wish to live on campus after freshman year and determines students housing from the available options. Substance free housing is available, and guaranteed if requested.

Residence Life Coordinator - All residence halls have an RLC, a live-in professional staff member with a master's degree or above. Their duty is to aid in the development of the building's residents.

Gryphons - All residence halls also have an upper class resident advisor/RA (approximately 1:22 residents). These are specially selected and trained Lehigh students who oversee and aid programming/community development and address the needs of the building residents in the building. Students involved in the Greek system are not excluded.

Dorms

Lehigh houses approximately 1800 undergraduates, half of which are freshmen. Buildings are co-ed but generally separated by floor or wing. Co-ed halls and gender-neutral housing by room is offered to approximately one hundred students.

Apartments, Suites and Special interest housing

Upperclassmen may live in one of the apartment-style options, or return to the dorms:

- Trembley Park provides apartment style on-campus housing , some with lofts
- Sayre Park was built in 1998, and is an $8 million dollar complex that provides condo-style living with private bathrooms and air conditioning
- Campus Square – (built in 2003) Attached to the Bookstore, Johnny's Bagels, and The Cup

There are also a number of special interest houses on campus:

- Umoja House
- Army ROTC House
- Student Designed Housing – "Green," "Technology," and Music Appreciation Houses
- Gender neutral housing (M/F can be in the same room)

Off-Campus Housing

Not university owned or operated, there are many off campus housing options available close to campus, and between 20-30% of students choose to live off campus each year.

Greek Housing

Twenty two fraternities and ten sororities provide additional options for upperclassmen. Residential houses are managed and cared for by the University. Approximately 41% of the student body is

involved (37% of males /46% females), though students are not eligible to rush until after the successful completion of their first semester with a GPA of 2.6. There are 20 fraternities, 12 sororities and 5 non-residential culturally-based organizations.

Personal Growth

Study Abroad

The Study Abroad Office provides information on travel programs and assists students in planning an individual study abroad curriculum. Students pay Lehigh tuition, even if the abroad program has a higher tuition cost, and their package carries over if a student qualifies for Financial Aid. There are 200 programs in 60 countries, other approved semester and year programs around the world, and summer and winter break programs. Students must meet be in good academic standing with a GPA above 2.7, and must submit an application.

Additional off-campus opportunities include an urban semester internship in Philadelphia, a semester in Washington DC at American University, and exchange programs in the United Kingdom and France. Junior-year architecture majors can choose to study at the Institute for Architecture and Urban Studies in New York City and Paris.

Career Services

All students and alumni can receive free counseling from Career Services counselors. Individual guidance about career search, interest and aptitude testing, and mock interviews are just a few of the services provided. Each fall, they host a university-wide job fair and yearly, about 250 companies come to campus to interview. Additional tools include a LUCAN (Lehigh University Career Alumni Network) search, and
LUCIE, the Lehigh University Career Information Exchange (job database). Career services also helps students find internships, co-op placements and research opportunities on and off campus.

Placement Statistics for the class of 2016

- 96% placed within six months of graduation
- Employment- 68%
- Further Education- 24%
- Military & Other- 4%

Some Top Employers for the class of 2015

- Ernst & Young
- PricewaterhouseCoopers
- KPMG, LLP
- IBM Corporation
- JP Morgan Chase & Co.
- Exxon Mobil
- Lockheed Martin
- Air Products and Chemicals, Inc.
- Teach for America, Inc.

Campus Safety

There are no walls around Lehigh's campus; the university provides various means of security but the students must also take responsibility. Safety is a priority for Lehigh and the best way to achieve safety awareness is through education and common sense.

Doors - The outer doors to all residence halls are locked 24 hours a day and require key cards for entry. Only the residents of the building have keys and key cards. An alarm will sound if doors are held open for more 30 seconds.

Escort Service – Available dusk to dawn seven days a week when school is in session. This service is provided to all students (less than two at a time) and will take them to their front door, on or off campus.

Police – On duty 24 hours a day, seven days per week. Officers receive the same training as any municipal police officer in the state. Security guards ("Brownies," as they wear brown uniforms) walk on foot patrol in afternoons and evenings.

Blue Light Phones - Located strategically around campus, phones allow students to call anywhere on campus including rooms of friends for entry to residence halls. Red buttons connect automatically to police, who will respond to the scene within minutes.

Athletics

The professional staff of the admissions office and the department of athletics share in a common annual challenge: to identify, evaluate, attract, process and enroll a designated number of qualified students with a limited budget of resources. The Dean of Athletics is Joe Sterrett, and there is one admissions staff member who works as the liaison to the athletics program and coaches.

All thirteen varsity men's sports, and eleven women's varsity sports are Division I A and compete in the Patriot League. Please note that football is Division I AA (also called the Football Championship Subdivision or FCS).

Patriot League Schools:

- *American University***–** Washington, D.C.
- *Boston University*- Boston, MA
- *Bucknell University***–** Lewisburg, PA
- *Colgate University***–** Hamilton, NY
- *College of the Holy Cross***–** Worcester, MA
- *Georgetown University***–**Washington, DC
- *Lafayette College***–** Easton, PA
- *Lehigh University***–** Bethlehem, PA
- *Loyola Maryland*
- *US Naval Academy (Navy)* **–**Annapolis, MD
- *US Military Academy (Army*) **–** West Point, NY

Associate Members:

- Fordham
- Georgetown

Club Sports - student-coordinated, and teams travel locally to other schools within a one-hour radius to compete. There are generally weekly practices, and the skill level is high.

Intramural sports - the most accessible option and very popular, but are limited to competition within Lehigh's student body.

Traditions

First Year Student Rally - All students are welcomed to Lehigh during their first year student rally where they are adopted by the class from fifty years prior. There is a parade of alumni displaying the flags of their class year, and they pass on the flag for the incoming class year to a first year student, always a legacy. The alumni will often return the classes graduation ceremonies of their adopted class as well.

Lehigh vs. Lafayette - The Lehigh/Lafayette Football Game, the Saturday before Thanksgiving, is the most played college football rivalry in the country and will meet for the 147th game in November 2011. It began in 1884, and they have played every game since 1897.

Spirit Week –the week preceding Lehigh/Lafayette, it includes, Lehigh-Lafapalooza, Bed Races and Turkey Trot

"EcoFlame" **-** The Friday of Spirit Week, the Marching 97 marches throughout campus, through lecture halls during class times, and into administrative offices to generate school spirit and excitement

Homecoming – An event in the Fall semester where there are tent parties, alumni alliance events and tailgates.

ReunionFest – Reunion is the same weekend as commencement.

Founder's Day - Founder's Day takes place each October, and has honored founder Asa Packer since his death in 1879. This date is one reserved for building dedication, faculty installation, and recognition of academic and philanthropic accomplishments.

Four O'Clock Exams - Instead of mid-terms, Lehigh splits academic semesters into three parts. For classes with multiple sections, these exams take place at 4:00pm for all sections at one time during the 6th, 11th, and final weeks of each semester.

Gryphon Society - In an era when Lehigh was largely Greek, resident advisors formalized the "Gryphon Society" in 1957, adding a societal dimension to that position and receiving a composite and formal recognition from the university as a student group.

College Fairs

College Fairs are programs organized to provide an opportunity for students and their parents to gather information from a wide variety of colleges and universities. Representatives from 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!

Your Role

As a representative of Lehigh, your goal in attending a fair is to both **speak about the university today and your own experiences**, and also **encourage students to learn more about what Lehigh could offer them**. This manual will give you general and detailed information, but please don't feel that you need to be able to answer every single question. At most fairs, students are just starting out in the college search process, so the questions they ask will be general. Many of them are covered in the FAQ section.

Before the Fair

Before you attend a college fair, review the college fair handbook and all literature in your box. Please arrive at least 30 minutes before the start of the program to allow for registration and set up of your table. Make sure that all materials are easily accessible on the table.

Admissions Materials – What we send you

Table Covering – A table covering will be provided and should be spread on the table, and the above pamphlets should be placed on top of the table covering. **If you are not planning on volunteering at any additional fairs during the current school year, please return your table covering to Lehigh as soon as possible.

Pens – These pens are for students to use while filling out the inquiry cards. Keep an eye on your pens, as they tend to disappear quite easily!

Inquiry Cards – These are crucial for future contact with prospective students. Have all interested students complete one of these cards and send all cards back to the Office of Admissions (in the envelope provided) as soon as possible. If you run out of cards, direct the students to the admissions website to request information.

Informational Pieces – These are for all students and parents, and there are two: the green brochure is general admissions information and provides a good overview of academic and student life at Lehigh. The orange brochure outlines the types and sources of available aid.

Business Cards– For the Admissions Representative who is responsible for the geographic region.

Academic program sheets, including: IBE and IDEAS sheets, Pre-Health Professions

Extracurricular sheets, including: Study Abroad, community service, etc.

Participating in 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. If more than one volunteer is participating in a fair, you should be in contact with each other prior to the event.

- As students and/or parents stop by your table, **answer any questions that you are able to answer**. 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.

- 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.

Rules of Engagement

- **Don't judge a book by its cover** – it can be difficult to tell if a student is "qualified" based on the questions they ask or the way they're dressed. However, if we do not have a program a student is looking for (sports management, physical therapy, nursing), then be straightforward in your responses.

- Be aware of NCAA rules when speaking to student athletes. **It is best to allow the coaches to contact athletes, and vice versa**. Encourage the student to contact the coaches directly.

- It's never appropriate to speak negatively about another school. Making comparisons between schools 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. **This also includes badmouthing Lafayette.**

- Admissions advice, no matter how well-meaning, is not your responsibility. **Please refrain from venturing a guess about an admissions decision**. It is best to tell the student that you cannot comment on anyone's chances of admission, but that each completed application will receive a thorough review during the decision process.

- Talent evaluations – for athletics, music, etc. – are never done at fairs, nor are financial aid evaluations, particularly to candidates, families, etc. Circumstances differ even in cases where salary is the same!

- The National Association for College Admission Counseling (NACAC) guidelines state that **you cannot stand in front of the table**- you must remain behind, unless headed to/from your position.

Troubleshooting

How do I set up my college fair table?

Place the table covering down first, making sure that the front part of the sheet covers up most of the space between the front of the table and the floor. Place the provided materials on top of the table covering, making them easily accessible to the students.

What should I wear to a college fair?

Attire for a college fair is typically business casual. Please do not wear jeans or tattered shirts. If you have an appropriate Lehigh logo shirt, feel free to wear that.

What if I run out of materials at the college fair?

Please be sure to give out materials to interested students, but also be aware of the number remaining so that you may budget accordingly. If you run out of materials, simply have the students fill out the inquiry card and direct them to the Lehigh University website (www.lehigh.edu).

What if I receive too many materials for the college fair?

If you have materials left over at the conclusion of the college fair, you can either keep them for another fair that you are planning to attend, or return them to the Office of Admissions. A UPS way-bill (postage-paid) is included in the box of materials. Even if you do not use the UPS label, please return it to Lehigh with your evaluation so we can be environmentally friendly and reuse it. Please contact the college fair coordinator Alyssa Fernandez at (610) 758-3146 or amf615@lehigh.edu with questions. If there are only a few brochures leftover, please recycle them.

Alumni Interviews

For some students, 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. **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 notion 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. An interview should be helpful in determining a candidate's maturity, motivation, and personality in general. 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.**

Arranging the Interview

Alumni Interviews will be offered to prospective students by request. During the months of December and January, prospective students will be able to request alumni interviews via the Admissions website. **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 respond so that an interview day, time, and location can be arranged.

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, at the applicant's school, in the lobby of a hotel, a library, coffee shop, etc. The first concern is your and the student's safety, and interviewing in a public place is most appropriate.

Conducting 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.

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. 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. 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 admissions committee will already have knowledge of the basics (such as academic interests, ability, extracurricular activities, etc.), so **an alumni interview should 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. Please look at the summary form that you will be asked to fill out at the end of the interview in order to gain insight on what information may be helpful to gather during the interview. You can also link here: https://www.surveymonkey.com/s/HVSCZD6

Conducting a good interview means you should be concentrating on gathering information for three purposes. The first purpose is to **learn about the student and how Lehigh can meet their individual needs**. The second purpose is to **help the student "see" himself or herself at Lehigh**. The last purpose is to **collect useful information for the admissions committee**.

- ***Introduction*** – Give a warm greeting, 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.
- ***Starter Questions*** – Allow the student to settle in to the interview by asking general questions (Have you visited Lehigh? How did you first learn of Lehigh?)
- ***Let it flow*** – Have questions prepared, but allow the format to be give-and-take, and to flow naturally. The student should be doing the majority of the talking.
- ***Listen and Note*** – Try not to have a notebook out during the interaction; instead, listen and develop an overall picture of the conversation and the student's behavior and potential "fit."
- ***Thank You*** – After you have gotten the insight you want, and the student have finished asking questions, include the parents for any questions. Once this is completed, tell the student you enjoyed meeting them and wish them the best of luck for their college search.

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.
- 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.
- Do not venture a guess at an admissions decision even if the student or the parents are insistent. You can tell them last year's successful applicant information but it is important to point out that not every student who seemingly fits the above profile will be accepted.
- 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 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 link for the form, keeping in mind that your interview summary should be honest and should discuss the appropriateness of a candidate for Lehigh. The address is https://www.surveymonkey.com/s/HVSCZD6

Sample Interview Questions

The following questions can guide your conversation with a prospective student. **You must not ask all of these questions, instead, use them as a guideline for the type of interaction we hope you'll have with the student.** Student responses need not be documented during the interview, although feel free to take notes during the interview.

Standard Questions

- What major are you considering and why does that program fit your interests and skill set? (If you are undecided; in a perfect world what do you see yourself doing, or being part of?
- Tell us about your college search, and how did Lehigh end up on your list?
- What life experience or experiences have had the greatest impact on your development and/or character?
- You are considering becoming part of the Lehigh University community; tell me how you would go about developing and maintaining relationships with current members of this community? (could be faculty, staff or students)
- Let's assume for the moment you are accepted to Lehigh University, as well as the other institutions you are considering, what will be the deciding factor and determine where you will ultimately enroll?
- If you were given the opportunity to share just ONE thing with the Lehigh University Selection Committee, what would that one thing be?
- Tell me about a time that you learned from someone different than you (race, socio-economic status, religion, sexual orientation, etc.). What was the experience like, and what lessons did you learn? If you came to Lehigh, how would you plan on learning from peers that come from a different background than you?
- 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 three adjectives 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?

Fun, Abstract Questions

- If you had to eat your way out of a room full of food, what one food would you choose?
- If you had to choose, which would you be and why – a skateboard or a tricycle?
- In the spirit of adventurous inquiry, have the student pose a question of his/her own and answer it.
- If you could trade places with any other person for a week, famous or not famous, living or dead, real or fictional. With whom would it be?
- If you could be a superhero, what would you want your superpowers to be?
- If someone wrote a biography about you, what do you think the title should be?

FAQS

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.

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 10 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 19 fraternities and 11 sororities, and students can have a great social life whether they are in a Greek organization or not. Roughly 39% of students are members of the Greek system at Lehigh.

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.

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.

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 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.

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.