

Attending a College Fair

One very valuable service provided by academic department staff is assisting members of the IUPUI Admissions staff at college fairs, or representing IUPUI at college fairs that a member of the IUPUI Admissions staff cannot attend.

Preparation

- Invitations to college fairs must come to the Office of Admissions. Admissions staff will review our ability to cover the event, and/or the viability of the geographic area for recruiting purposes. If we cannot staff this fair, we may offer it as an option for academic department staff
- If you agree to cover a college fair, we will send you a copy of the invitation, along with other necessary information. Mark the date on your calendar.
- Materials for college fairs are available for pickup in the Office of Admissions, usually up to several weeks prior to the event. Materials include Prospect Jagjackets, brochures, table banner, etc. Contact Mona Loft to arrange pickup of items.
- Before going to the fair, please read all of the information carefully. It is important to review these guidelines and recent admissions materials as well. Most questions can be answered by the materials right in front of you!
- Dress appropriately. Neat, professional dress should be worn; spiritwear or IUPUI logo shirts are encouraged. Comfortable shoes will save aching feet later!
- Giveaway items, excluding college material but including pencils, flashlights, wristbands, calculators, etc. are expressly forbidden to use at a college fair. Use of such items are in violation of NACAC guidelines.

Arrival and Set-Up

- Plan to arrive at least 30 minutes before the program starts. Read travel directions provided by the school, and remember that parking can be challenging at times. Good advice on where to park is to “look for the flagpole!” It doesn’t always work but usually is a good indicator where the front of the school is. Check in when you arrive, and locate the assigned IUPUI table.
- Most college fairs are an open “shopper” format. Tables are set up in a large area (often a gymnasium) and students and parents move from table to table to obtain brochures and ask questions.
- Don’t crowd too many representatives behind one table, and remember to stay behind the table and not in the aisles. We usually do not sit, if chairs are even provided.

Talking with Students and Parents

- Conversations are usually short, and concern very basic information. Start by sharing the prospective student JagJacket.
- Don’t “steal” students from other tables. The interested ones will come. Stand behind your table, even if a chair is provided, to advertise approachability.

Interaction: Tips and Guidelines

As academic department representatives, you are one of IUPUI's best resources!

Do's for Academic Department Representatives

Do...

- Be friendly, attentive, and smile. The best thing you can do is to convey your enthusiasm for IUPUI with those who come to talk to you. They are more apt to remember an impression of IUPUI than the details you discuss.
- Enjoy the fact that you are sharing "workplace" with prospective students and their families. Stress your feelings about the university and how an education here can provide you the preparation for life.
- Realize that IUPUI is not for everyone, nor is everyone interested in IUPUI.
- Realize that the way you represent yourself is the way you are representing IUPUI. You are IUPUI in the eyes of the students and their families.
- Know the basics (admissions requirements, costs, programs, facts).
- Make sure the students and the families know you are an academic department representative.
- Make sure that if you say you will get back to someone that you do.
- Dress professionally (or in accordance with the community) when representing IUPUI. Business casual attire is appropriate as is IUPUI logo shirts or spiritwear.

Dont's for Academic Department Representatives

- Don't be afraid to say you don't know the answer to a question. Have the student contact the Office of Admissions or the specific school/department directly.
- Don't say negative things about other institutions. Discuss IUPUI's strengths; never another schools' perceived weaknesses.
- Don't guarantee admission, or even speak to specific possibilities. Only the Office of Admissions can make admissions decisions to IUPUI.
- Don't use a specific student as an example. All conversations about admissions and specific students must remain confidential.

Interacting with Prospective Students and Their Families

First and foremost, you are an advocate for higher education. Roughly 70% of IUPUI's freshman are first generation college students and the student and their family understanding or embracing importance of continuing education is not necessarily a given. This should be foremost on your mind with prospective students.

It is important to remember that the impression a student or family gets when speaking with you may be their first impression of the university. It is our goal to provide the most accurate information possible so that the students and their families will be able to make an informed decision about which college or university to attend.

IUPUI has a great deal to offer students, but IUPUI may not be right for everyone. For this reason, it is best not to solicit interest in IUPUI, but rather answer questions to those who are already interested. Keep in mind that we are looking for students with the proper preparation to succeed at IUPUI.

Visiting the campus should be strongly encouraged! Whether you are volunteering in-state or outside of Indiana, we would like you to promote a campus visit, attending Campus Day, or a Jag Day presentation.

Tips on Interacting with Families

- Establish eye contact.
- Be approachable. It is easier to talk to people who look like they're enjoying themselves. A smile and a handshake may help make them feel more comfortable.
- Be honest. Do not tell a student or parent what you think they want to hear. Accuracy is a must!
- Answer their questions. Stay focused on their interests.
- Make each person attending feel important.
- Have fun!

Questions You Can Ask Prospective Students

Occasionally students are hesitant in asking questions. The following are things to ask students to help initiate a dialogue.

- What made you consider IUPUI?
- What are you thinking about majoring in?
- Have you ever visited the campus?
- What other colleges and universities are you considering? What are you looking for in a college?
- What are your general impressions of IUPUI?
- What do you do in high school now?

Recruiting Freshmen: The Admissions Process

It is not your role or responsibility as an academic department representative to discuss a student's admissibility with them. However, there are some key things that you should know about the admissions process and be able to share with students.

The Admissions Process

IUPUI reviews applications individually, and on a "rolling" basis, meaning that processing occurs as the applications come to the office. Students are considered based on their academic records.

There is no "early decision" at IUPUI. However, high school juniors can apply and be admitted following their sixth semester of high school. Students complete the (very simple) application and give it to their counselor, who forwards it to the Office of Admissions when a transcript is available. Students can also apply on-line at <http://www.iupui.edu/apply/>

Generally, a student will receive a decision from the Office of Admissions in approximately 3-5 weeks. (Sometimes grades are requested from first semester of the senior year.) We recommend that students apply in the fall of the senior year. Applications are processed, and admission decisions are mailed, in the order that they are received and complete.

The Application Process

In 2005-2006, IUPUI processed more than 15,000 undergraduate applications! About 75% of applicants in competitive application pools met standards. (We find that most students that do not meet IUPUI standards do not apply – they self-select themselves out of the process; so most students who apply know that they meet our academic standards.) Also, this past year approximately 36% of students applied online.

Freshmen Applications - An application is ready for review at IUPUI when the following items have been received:

- The Undergraduate Application (online or paper)
- An official high school transcript (sent directly from the high school and embossed with the seal of the school, an original ink stamp, or signature of the certifying school official or via the State of Indiana online transcript system, Docufide).
- The counselor signature form (if application is submitted online).
- The \$50.00 application fee (online with credit/debit card or checks made out to "IUPUI" if applying by paper)
- SAT/ACT test scores, including the writing component, if not on the transcript. A photocopy may suffice but a test score sent to any IU campus is useable.

While IUPUI does not require essays or letters of recommendation, everything in a file will be read.

Freshman Admissions Time Line

Although IUPUI does have a rolling admissions process, there are closing dates for each term:

Priority Dates for Fall Admission:

- November 1: Date we recommend that students apply by in order to be considered for the maximum amount of scholarship opportunities that they may be eligible for.
- February 1: Date we recommend that students apply by in order to be considered for the maximum amount of need-based financial aid that they may be eligible for.
- June 1: Closing date for Fall semester.

Summer Application Closing Dates:

- March 15: May term; new freshman may not apply for this term
- May 1: June term
- November 1: January term

Closing date means the application, application fee, and all required credentials must be received by this date.

Processing generally takes 3-5 weeks; however, sometimes grades from part of the senior year are requested. A decision letter is sent after this information is collected.

Recruitment: Ethical Standards

As a member institution of the National Association for College Admissions Counseling (NACAC), the Office of Admissions at IUPUI is committed to the Principles of Good Practice for this professional organization.

Please be aware that failure to abide by national and state recruitment regulations can result in a grievance filed against IUPUI.

Note the following excerpts from the 1993 Statement of Principles of Good Practice:

“High schools, colleges, universities, other institutions and organizations, and individuals dedicated to the promotion of formal education believe in the dignity, the worth, and the potentialities of every human being. They cooperate in the development of programs and services in post-secondary counseling, admission, and financial aid to eliminate bias related to race, creed, gender, sexual orientation, age, political affiliation, national origin, and disabling conditions. Believing that institutions of learning are only as strong ultimately as their human resources, they look upon counseling individual students about their educational plans as a fundamental aspect of their responsibilities.”

College and University members will:

- Exercise appropriate responsibility for whom the institution involves in admission, promotional, and recruitment activities (including their alumni, coaches, students, faculty, and others...) and educate them about the principles outlined in this statement.
- Provide information and training to representatives to enable them to speak forthrightly, accurately, and comprehensively in representing their institutions to counseling personnel, prospective students, and their families.

Representatives will:

- State clearly the admissions standards of their institution
- State clearly all priority dates for application
- Furnish data describing the currently enrolled freshman class
- Not use disparaging comparisons of secondary or post-secondary institutions
- Conduct conversations with students and parents in a professional manner, remaining behind or on the sides of tables, NOT in the aisles in front of the tables
- Display the informational materials provided by the institution (the display should be in good taste – trinkets such as key chains are prohibited)
- Refrain from recruiting students who are enrolled, registered, have declared their intent or submitted a contractual deposit with other institutions

NCAA Regulations

As an academic department representative, you meet the NCAA's definition of a "representative of the University's athletic interests." Representatives may not be involved in any way, by contrast or intervention in the recruitment of prospective student-athletes.

However, NCAA regulations DO provide a limited exception which allows off-campus recruiting contacts to be made by an institution's regular admissions program representatives when such a program is directed at all prospective students, including non-athletes.

Thus, you may have contact with prospective student-athletes provided that contact is part of your recruiting efforts for the Office of Admissions. Please do not form special friendships with, or take a particular interest in a prospective student-athlete (e.g. provide transportation, take to an IUPUI function, have over for dinner, etc.). While you might consider such behavior to be merely friendly, your actions could result in the student being ruled ineligible for athletics participation at IUPUI.

If a prospective student-athlete had questions about a specific intercollegiate sport at IUPUI, you should refer him/her to the appropriate coach or the athletic department for information. It is permissible for a prospective student-athlete to contact a coach; therefore, you may provide the coach's office phone number and/or address, or refer them to the IUPUI Athletics website for more information at <http://www.iupuijags.com/>

Please keep in mind that these requirements remain in effect after a prospective student-athlete has signed a National Letter of Intent.

If you have any questions, please contact **IUPUI Athletics Department**, 250 University Blvd.-Suite 204, Indianapolis, IN 46202-5143, U.S.A. Phone (317) 278-JAGS

The basic rule: Do not treat a prospective student-athlete differently than any other prospective student.

Some IUPUI Facts

- Today, IUPUI has approximately 30,000 students. Students from all 50 states and more than 122 foreign countries are represented.
- IUPUI has more than 2100 faculty members.
- There are 5 main libraries on the Indianapolis campus. These include the University Library, the Herron School of Arts Library, the School of Dentistry Library, Ruth Lilly Medical Library and the Ruth Lilly Law Library. Department maintain collections that are specific to their academic area and most collections are available to students.
- The campus has 512 acres of land and more than 8 million square feet in facilities.
- IUPUI has more than 200 undergraduate majors and nearly 300 degree programs, and offers more than 4,000 courses of instruction.
- The average class size is 33 students. More than 80 percent of our classes have fewer than 40 students.
- IUPUI is the urban research and academic health sciences campus of the Indiana and Purdue Universities. We're home to the only professional medical and dental schools in the state and our nursing school is the largest multi-discipline nursing school in the nation.
- The IUPUI campus ranks among the top 15 in the country in the number of first professional degrees it confers and among the top seven in the number of health-related degrees
- IUPUI is a leading urban university campus, where students earn degrees from Indiana University or Purdue University.