



# UVaClubs

## About Your College Fair

Thank you so much for representing U.Va. at the college fair in your area. During the fair, you (and representatives from other colleges and universities) will distribute literature to prospective students and answer questions. If the fair is in Virginia, you'll attend along with an admission dean. If the fair is outside of Virginia, you're likely the primary representative for the University. During the fair you'll have at your disposal:

Introductory Brochures to distribute to students.

- Response cards that students complete to be placed on our mailing list. Please have students complete response cards even if they plan to apply online, as we'd like to correspond with them by email and perhaps invite them to other admission programs.
- A few handbooks called the Prospectus. The Prospectus gives a nice overview of the University. You can use it for your own edification and for referral. Please tell students that this text will be sent directly to them during their senior year. It also is available on our website: [www.virginia.edu](http://www.virginia.edu).
- An Undergraduate Record. Students so appreciate seeing the depth and breadth of course offerings and you'll appreciate that plus an abundance of other information.
- Advice from Philip Viles, president of the Club of Eastern Oklahoma (for out-of-state fairs.)
- A list of questions students frequently ask and answers to these questions.

Please remember:

- To arrive early, so you can locate your table and display materials before the fair begins.
- To stand during the fair and stay for the entire time so as not to miss any excited candidates.

**THANK YOU AGAIN FOR YOUR HELP!**

There is a wealth of information in the UVa Schools Committee Handbook. If you don't yet have one, please go online to the Office of Engagement website at <http://www.uvaclubs.virginia.edu>.

**Remarks by Philip Viles to Alumni Club Workshop, September 28, 1996  
Updated May 2007**

YOUR PARTICIPATION IN COLLEGE NIGHTS

1. The requirements for a successful College Night:
  - You, an alum, willing to attend the College Night, after investing a little study on admission requirements, and reacquainting yourself with the University and the Grounds. That's all that's needed!
  
2. The goals of a successful College Night:
  - Present a positive image for the University
  - Disseminate information
  - Collect completed response cards
  
3. Tools of the Trade:
  - Two-wheel luggage cart or dolly
  - Box for all your materials
  - ID badge (from office supply store) with name, hometown, year of graduation
  - Your own notebook or notes concentrating on:
    - Schools Committee Handbook containing, Questions Students Frequently Ask, and a list of contact names from Frequently Needed University Phone Numbers
  - Water bottle, personal supplies
  
4. Setup:
  - Get there early; schools are usually assigned a space in alphabetical order, so it should be easy to find your table. But is it under U or V? Any last minute changes?
    - U.Va. sign provided by organizers? Banner?
    - Fold the chair; the Office of Admission wants you to stand for 3 hours.
    - Cavalier Daily, (avoid ones with mugging stories)
    - Admission Prospectus a.k.a. Undergraduate Prospectus, the book with the pictures
    - The Undergraduate Record-a big book, but essential (also available on the web)
    - Introductory brochures
    - Financial aid brochures
    - Response cards to get students on the mailing list
  
5. How to do it:
  - "Would you like to learn more about the University of Virginia," extend the response card to the student. "Do you have any questions?"
  
6. How NOT to do it:
  - Don't ask "Are you interested in Virginia?"
  - Don't ask "What do you want to major in?"
  - Don't introduce yourself. It can be awkward to shake/not shake hands, etc.
  - Don't judge a student in terms of "U.Va. material," just give them the response card.
  - Don't disparage other schools; Don't compare U.Va. with other schools.

- Don't guarantee any student that he or she will receive an offer of admission or "will likely be accepted" or "stands a good chance of acceptance."
7. The questions you will hear over and over again (answers also will be in your notebook):
- How big? 13,400 undergraduates. If pressed, go on to say 19,000 with grad.
  - How much? 35,644 + travel out-of-state. 17,764 in-state. For everything, including living expenses.
  - How good is the school? One of the most outstanding public universities in the nation. Only 5 schools have produced more Rhodes Scholars. Within 4 years, 72% of students have a second degree; 40% go to grad school immediately.
  - How good does the student have to be? **KNOW THE CRITERIA THE ADMISSION COMMITTEE USE:**
    - Read "About Your College Fair"
    - High School transcripts (including mid-year grades)
    - Standardized tests: either the SAT I (Preferred) OR the ACT. Two subject tests recommended, but not required.
    - The written application and its essays.
    - Letters of recommendation from educators (high school counselors and teachers), alumni (optional), but NOT from politicians who do not know the student.
  - What are the sports?
    - ACC for men (12 sports, see QSFA)
    - ACC for women (13 sports, see QSFA)
    - More than 85% of the student body plays in 64 intramural sports
    - 50 club sports
  - Greek System: approximately 60 fraternities and sororities, 30- 33% belong
  - Do you offer? marine biology (no), physical therapy (no, but sports medicine is similar), nursing (yes), study abroad (yes), veterinary medicine (yes, same as pre-med), etc. Have a list of majors (from Schools Committee Handbook) handy in your notebook.
  - Housing? First-year students are required to live in University housing, either "old" (McCormick Road, 2 to a room, central bathrooms, coed by floor) or "new" (Alderman Road, 2 to a room, 5 rooms to a suite). There is adequate housing for second year students if they wish. After that they enter a lottery for University housing. 48% of students live on-Grounds.
  - "My Aunt Louise lives in Richmond. Can I be considered an in-state student?" No, but I show them the appropriate section in the Undergraduate Record for the answer.
  - What about scholarships? I hand them the financial aid brochure and give them the financial aid phone number (434-982-6000). About 27% of the student body receives need-based financial aid each year. Be sure to read about Access UVa, a University initiative that beefs up aid offered.
  - "Do you have a web site and stuff?" Answer, "Yes, it's just what you'd expect: virginia.edu. You can check you the entire University and there's a special area for admission. You can even fill out your application and submit it on-line."
  - "Is there e-mail to the Admission Office?" "Yes, it's undergrad-admission@virginia.edu." Note that the character between the first two words of the email is a dash, NOT an underscore.
  - "I am a star soccer/baseball/football player. Is Virginia interested?" I encourage him/her to call the coach at the Athletic Office (434-982-5000).

#### 8. Goals:

- Hand out the response cards and answer questions.
- Don't pre-qualify students, if they are breathing, hand them a card.
- Requests for special info; look in the Admission Prospectus or the Undergraduate Record. Hand the book to the student, if it's necessary for you to work with someone else. Probably wisest to let the student get his/her own special info. (Reason: percentage who actually will apply is small; your time is valuable.)
- Phone numbers of liaison people. Tell student "these people are specially appointed to take calls from high school students." Hope this is so.
- Before the student gets away, thank him or her and hand him/her a colorful brochure.

#### 9. How to do it better:

- Get a copy of the application. Read it. Be glad you're not applying.
- Read and highlight your own copy of each piece of material you'll be handing out. Read and highlight the Admission Prospectus especially.
- SMILE!
- Talk to area high school counselors for information about how U.Va is thought of, etc. Determine which high schools are most likely to send students to U.Va. and concentrate your efforts there, if possible.
- Talk to your fellow reps at college nights before or after students come through. If there is a meal before or a reception after, by all means, GO! Many of these folks do this for a living and can provide you with much information. You also will find out the dates of upcoming college nights in your area.
- Get on the mailing list for Inside U.Va and the Arts & Sciences Magazine and the Biomedical Engineering Newsletter, etc. All available online.
- Get a copy of the "Statement of Principles of Good Practice" used by members of the National Association of College Admission Counselors. Your "competitors" who do this for a living will be abiding by it.
- Be ready to discuss the school's strong point not covered above, e.g.:
  - Honor system started in 1842 by students and run by them to the present
  - The diversity of the student body; the first international student was admitted in 1826; in a typical year, most of the 50 states will be represented; 33% of students non-Virginians; 5% are international.
  - Faculty-Pulitzer Prize winners, Fulbright scholars, and Guggenheim fellows
  - Low ratio of students to faculty: about 15 to 1.
- Attend Schools Committee workshops!

#### Other statistics added by the Admission Office:

- 47% of classes have fewer than 20 students
- 84% have 50 or fewer
- Only 7% have 100 or more students
- 90% full-time faculty
- Over 1000 classes per semester
- 1044 undergrad faculty

- 2053 faculty
- 17 libraries
- 45 Rhodes Scholars, more than any other public university in America
- The University has provided the Peace Corps the most volunteers of any mid-size college or university in the country
- over 560 student organizations