

MILLERSVILLE UNIVERSITY ADMISSIONS ALUMNI VOLUNTEER PROGRAM

ONLINE TRAINING



Dear Millersville Alum:

Thank you for taking the first step to becoming an Alumni Admissions Volunteer! This powerpoint is meant to give you an overview of the recruitment and application cycle of prospective Millersville students as well as an overview of how to represent Millersville at a college fair. Please take the time to read through the slides and familiarize yourself with the information. After the slideshow, you will be prompted to view a video through "YouVisit," which is a virtual tour of campus. This should update you on some recent construction projects around Millersville.

After you have read through this powerpoint and watched our virtual tour, the Admissions Office will receive notification and you will be added to our list of trained alumni volunteers. You can expect to be contacted towards the end of the summer, or no later than the beginning of the fall semester, with opportunities to attend college fairs. Please remember that you are free to request and/or decline opportunities as your schedule permits. If we cannot match you to an event in the fall, there will be additional opportunities in the spring.

Please note that you do not need to memorize this information. It is meant to be an overview of what Admissions Counselors do during college fairs. Also, you will receive a manual with this information included, so you will have it to reference at anytime.

Thank you again for your interest in this program. If you have questions, please feel free to contact me.

Sincerely,

Katy A. Ferrier '09, M.Ed.
Assistant Director of Admission
717-871-5713
katy.ferrier@millersville.edu

Program Goals & Objectives

- To assist the admissions staff in recruiting prospective students
- To provide opportunities for alumni to become actively involved with Millersville University
- To help Millersville University annually enroll the strongest possible freshman class by encouraging a wide variety of students to apply and to matriculate
- inform prospective MU students and their families of the many opportunities that are available to them, should they decide to enroll

The Recruitment Cycle

Millersville obtains student names and addresses from several sources:

- College Board- student information is collected from those who take SATs or ACTs
- Email or telephone request for information- students can contact the admissions office to request information about Millersville
- High school visits- admissions counselors visit high school guidance offices to meet with small groups of students interested in learning about MU
- College fairs- usually hosted by high schools or community colleges, these programs bring in admissions representatives from several different colleges for prospective students and their families to collect information from admissions representatives
- Campus visits/tours- Admissions regularly hosts visits/tours for families wishing to travel to Millersville and see the campus
- Open houses- 3-4 times per year, Admissions hosts open house programs. During these programs, prospective students and their families receive an overview of Millersville and have the opportunity to meet with faculty members and representatives from campus services

The Application Process

Students wishing to apply to Millersville should follow this process:

- Apply as early as September of their senior year. Millersville has rolling admissions which means there is no deadline, but we encourage students to apply in the fall of their senior year if possible
- Completed applications include:
 - Application filled out online (\$35) or on paper (\$50)
 - Official high school transcripts mailed to the admissions office
 - SAT and/or ACT scores sent to admissions
 - Up to 3 letters of recommendation (optional)
- Once ALL of the above application materials are received, the turnaround time for a decision is 4-6 weeks
- Students who are admitted will receive a letter in the mail
- The deadline for committing to Millersville is May 1st of a students' senior year. To confirm enrollment, students must pay their deposit by this date (\$100 for commuters or \$225 for on-campus students)

College Fairs

College fairs are usually sponsored by high schools or guidance counselors' associations and provide an opportunity for prospective students and their parents to collect information from a variety of universities. Depending on the size of the fair, representatives from anywhere between 25-300 colleges and universities will attend.

College representatives, whose primary job is to answer questions that are presented by students and their families, usually set up a table on which they display their materials, banners, and information booklets.

As an assistant to our admissions staff, and as a member who is representing MU, you will be asked to help by responding to questions about MU and helping students locate information about the University.

Before the fair

- Admissions will notify alumni volunteers of college fairs in their area
- Alumni volunteers could receive one or more requests to attend college fairs, and are free to accept or decline one or all invitations
- If you are able to sign up for a fair, the admissions office will be in touch regarding details about the location, parking, etc
- Materials will be sent to you prior to the date of the fair. Please be sure to provide the admissions office with an updated mailing address

Materials needed

The following items will be provided to you by the Admissions Office:

Inquiry cards- Interested students should fill out inquiry cards so that the admissions office can keep in touch with them. Please collect the inquiry cards and mail them back to us in the self-addressed stamped envelope. If you run out of cards, please direct the students to fill out an online information request (found on the admissions website)

Information piece- Provides an overview of Millersville, fast facts, general information and a list of majors that we offer. Please distribute

Athletics piece- Provides an overview of our athletics program, conference and a list of our Varsity, NCAA Division II sports teams. Please distribute

Business Cards - If you receive general business cards for the university admissions office, or a specific admissions counselor's card, please hand them out to students, families or school counselors

Table Covering - A table covering will be provided

Pens - Students can borrow these to fill out inquiry cards

College Fair Guidelines

The National Association for College Admissions Counseling (NACAC) is the professional organization responsible for setting forth rules and regulations for recruiting events. The following are some general guidelines related to college fairs:

- Please arrive approximately 30 minutes prior to the start of the college fair to allow time to park, find your spot, and set up. Some programs will offer refreshments or a pre-program dinner which you are welcome to attend if you wish
- Fairs typically last between 1.5 – 2.5 hours. We ask that you stay the entire time to ensure that even late comers have the opportunity to learn more about Millersville
- Be sure to encourage interested students to fill out an inquiry card. This allows us the admissions office to follow up with them
- If you don't know the answer to a question, it is okay to say that. Direct the student to our website and give them a business card so they know who to contact with questions

- Feel free to talk about your personal experience at Millersville if a student is interested
- Please encourage students to come visit campus! They can sign-up for visits on the admissions website. Visits and tours are usually offered multiple days per week, Monday through Saturday
- If a student is interested in athletics, please direct them to the recruiting form which can be found on the Millersville website
- Make sure you do not give any advice or predictions regarding a students' acceptance. You can assure the student that Admissions will complete a thorough review of their application, and the college fair is their opportunity to ask questions about Millersville in general
- Please remain at your table during the college fair. College representatives are expected to remain behind their table while students and families browse information

Frequently Asked Questions at College Fairs

You will encounter many kinds of questions at college fairs, and you are not expected to know everything! If you don't know the answer, please direct the student to the website or provide them with a business card from Admissions. The following questions are some of the most common that you will hear:

How big is Millersville? We are a medium-sized school with an undergraduate enrollment of 7,200 students. We have a small graduate student population of about 1,200

Where are you located? We are located outside of Lancaster City in Lancaster County, PA. Easily accessible by Amtrak, we are centrally located to many mid-Atlantic locations such as NYC, New Jersey, Baltimore, DC, etc.

What is your average SAT or ACT score? We do not have a minimum criteria for admission, but most of our applicants fall within a Reading & Math SAT range of 1040-1100, or an ACT range of 21-23.

What is your average GPA? We do not have a minimum criteria for admission, but most of our successful applicants have a solid B average or higher in core, college-prep or honors/AP courses. The average GPA range for accepted students is about 3.3-3.6

How much does it cost to attend Millersville? Each year our tuition fluctuates based on the budget set by the state. In 2013-2014, estimated costs for in-state residents are \$8,926/year for tuition and \$9,632/year for room and board (total annual- \$18,558). For out of state residents, 19,140/year for tuition and \$9,632/year for room and board (total annual-28,772)

Do you offer scholarships or financial aid? Students can fill out a Merit Scholarship Application along with their regular application for admission to MU. Also, they can get financial aid by filling out their FAFSA.

What are your most popular majors? Millersville offers over 100 programs of study. Our most popular majors include Biology, Chemistry, Education, Business, and Communication. Students can refer to our list of majors for specific programs

Is housing required/guaranteed? Freshmen can commute from home or live in a residence hall on campus. They are guaranteed & required to stay on campus for 2 years, and after 2 years they are free to move into an apartment or house off-campus. *Note about housing- currently, all of our residence halls are being converted into suite-style buildings! By the year 2017, every residence hall will be suite-style

Is there an Honors College? Yes. Students are invited to apply based on their grades, test scores and extracurricular activities. Students can also fill out an application on their own by going to the Honors College webpage

Do you offer internships? Yes! They are available to students in all majors and can be completed in the spring, fall or summer

Do you accept AP or college credits? Yes!

Can I study abroad? Yes! We send our students all over the world. Any student who completes 24 credits is encouraged to study abroad

What kinds of activities do you have on campus? Millersville funds 140 student clubs and organizations

Are there on-campus jobs? Yes! Approximately 2000 students are on the payroll at any given point during the semester.

What is the student to faculty ratio/class size? Millersville's student-faculty ratio is 18:1 and the average class size is about 25-30

What athletics programs do you offer? We field 19 NCAA Division 2 teams which all compete in PSAC, the Pennsylvania State Athletic Conference

Do I have to declare a major? No! Millersville offers an exploratory program for undecided students. In this program, they take general education classes for up to two years before selecting a major. All general education courses count towards graduation requirement, so coming into the University undecided will not delay their time to graduation

How do I apply? Students are encouraged to apply online (\$35), though occasionally we will accept paper applications (\$50). In addition to filling out the application and submitting a fee, students must send in their high school transcripts and SAT or ACT scores. Additional essays and letters of recommendation are encouraged, but not required. **Is there a deadline to apply?** No! Millersville has rolling admissions. After we receive all required items, we will make a decision and notify the student within 4-6 weeks.

Please remember that you are not required to memorize this information- you are encouraged to talk to prospective students about your experience at Millersville, provide them with answers to their general questions, and refer them to sources where they can find information regarding their specific questions.

To complete this online training exercise, please take the time to view Millersville's YouVisit virtual tour video at this website.

<http://www.millersville.edu/admissions/tour/index.php>

If you are interested in serving your alma mater as an admissions volunteer, click [HERE](#) to email the Office of Alumni Engagement. Please include your full name, class year and contact information.

Thank you!