



stay in touch  
with your university

**Alumni Recruiter Training  
2009-2010**

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## What does it take to be a DePaul Alumni Recruiter?

Are you interested in making a difference? Do you want to have a positive effect on someone's life? Are you a DePaul University alumnus/a? If you answered yes to any of these questions, then you are an excellent candidate for making a difference at DePaul. The Office of Admissions encourages alumni to participate in recruiting prospective students. You will make an invaluable contribution to you alma mater and prospective students by interacting with them through a number of Admission activities.

Your thoughtful response to questions will make a tremendous impact on prospective students' decision to attend DePaul University. As a former DePaul student, you know more than anyone the effective teaching methods of our faculty and DePaul's dedication to serving our community.

As you may know, DePaul is the largest Catholic and 9<sup>th</sup> largest private institution of higher education in the nation. Our alumni play vital roles in maintaining such a prestigious status.

### **By participating in recruitment you will:**

- Become an advocate of our Catholic and Vincentian identity
- Increase awareness for students, parents, counselors, and teachers
- Share career goals and how DePaul has aided you in accomplishing those goals
- Discuss life at and after your DePaul experience
- And much, much more!

### **Alumni volunteers may be involved in:**

- Responding to request for assistance from the Admissions Office
- Representing DePaul at high schools' college day/night programs
- Phoning admitted students to congratulate them on their acceptance to DePaul, and answering questions about the university
- Familiarizing yourself with available resources
- Providing feedback regarding recruitment programs, materials, and activities

The Office of Admission is asking that alumni join in our effort to recruit a diverse group of students who are bright, hard-working, committed, and caring individuals. The success of DePaul relies upon the attention given to prospective students. Your time, energy, and patience are very much appreciated. So make a difference in someone's life and help them make the right choice in college attendance.

Thank you for a lifetime worth of commitment to DePaul University.

# Alumni Recruiter Responsibilities / Expectations

As an Alumni Recruiter you are a vital component of DePaul University. One-on-one relationships will encourage prospective students to apply and enroll at DePaul and, more importantly, will improve the informational link between the university and the community. As an alumni recruiter, you are dedicating yourself to following key guidelines which include:

## **1. Being a DePaul University Ambassador**

Be positive, enthusiastic, and professional. Impressionable high school students and parents will remember your example, as you represent DePaul.

## **2. Committing time and knowing your facts**

Review this volunteer handbook, the university website at [www.depaul.edu](http://www.depaul.edu), and all admissions materials before and during your interaction with prospective students. Be sure to differentiate to the students when you are referring to DePaul literature, and when you are stating your opinion or your personal experience.

## **3. DePaul University Alumni Volunteers vs. Admissions Counselors**

Explain to the prospective student that your role is to be an advocate for the admission to the university. Remind them that the Admissions Counselors and the Admissions Staff make the final decisions concerning admitting students to the university.

## **4. Being Positive**

Recruiting students is both rewarding and fun. The college experience from the admissions process to graduation is filled with excitement. Your objective is to encourage students to pursue DePaul University. Do not disparage another college or university, and remember, you are a DePaul University Ambassador and representative.

## **5. Being Honest**

Make sure to be honest about your experience at DePaul, but watch your language. Make sure not to use overly negative language, and make sure to make it clear that you are stating your opinions, as your experience is not representative of all students.

## **6. Watch your Appearance**

We request that your appearance be business formal to business casual when interacting with prospective students and parents. You need to be professional, yet approachable to students, and your appearance will effect this interaction.

## **Office of Admissions Mission Statement**

The mission at DePaul Admissions is to improve and enhance DePaul's competitive market position and prominence in Chicago, the nation, and the international community in order to increase DePaul's capacity to achieve goals of our Vision 2012 plan in a manner consistent with DePaul's Catholic, urban and Vincentian character.

This mission statement embodies the principal purposes of DePaul University. As such, it is the nexus between past, present and future; the criterion against which plans are formulated and major decisions are made; the bond which unites faculty, students, staff, alumni, and trustees as a academic community. As a university, DePaul pursues the preservation, enrichment, and transmission of knowledge and culture across a broad scope of academic disciplines. It treasures its deep roots in the wisdom nourished in Catholic universities from medieval times. The principal distinguishing marks of the university are its Catholic, Vincentian, and urban character.

## **How else does DePaul fulfill its Vincentian character?**

DePaul's central purpose, in common with all universities, is dedicated to teaching, research, and public service. However, in pursuing its own distinctive purposes, among these three fundamental responsibilities this university places highest priority on programs of instruction and learning. All curricula emphasizes skills and attitudes that educate students to be lifelong, independent learners. DePaul provides sufficient diversity in curricular offerings, personal advisement, student services, and extracurricular activities to serve students who vary in age, ability, experience, and career interest. Full-time and part-time students are accorded equivalent service and are held to the same academic standards.

As a comprehensive university, DePaul offers degree programs at the undergraduate and graduate levels and a range of professional programs. The Liberal Arts and Sciences are recognized not only for their intrinsic value in undergraduate and graduate degree programs, but also because they are foundational for all specialized undergraduate programs and supportive of all advanced professional programs. The university maintains the depth of scholarship to offer the doctorate in selected academic disciplines. Libraries, computer resources, and other academic support services match the levels and diversity of degree programs.

Research is supported both for its intrinsic merit and for the practical benefits it offers to faculty, students, and society. Broadly conceived, research at the university entails not only the discovery and dissemination of new knowledge but also the creation and interpretation of artistic works, application of expertise to enduring societal issues, and development of methodologies that improve inquiry, teaching and professional practice.

In meeting this public service responsibility, the university encourages faculty, staff, and students to apply specialized expertise in ways that contribute to the societal, economic, cultural and ethical quality of life in the metropolitan area and beyond. When appropriate, DePaul develops service partnerships with other institutions and agencies.

## About DePaul

DePaul University is an institution founded by the Vincentians in 1898. The largest Catholic university in the nation and the largest private institution in Chicago, DePaul serves almost 24,000 students who reflect a broad diversity of ethnic, religious, geographic and economic backgrounds. The university mission offers a strong foundation for exceptional and award-winning academic programs.

### **The Essence of DePaul**

DePaul University is a growing and influential network that enables students, faculty, staff, alumni and friends to advance personally, professionally and intellectually. This vibrant network of people and programs creates lifelong benefits for all.

**INNOVATIVE:** DePaul is never content with the status quo. DePaul's educational tradition is marked by innovation, by creativity and by a persistent pursuit of novel solutions to meet the educational needs of the marketplace and society.

**DIVERSE:** DePaul provides access for all to higher education, regardless of class, race, ethnicity or economic barriers. The DePaul community is a welcoming one, marked by its inclusivity, diversity and openness to a wide range of students, faculty and staff.

**RISK-TAKING:** DePaul dares to take a chance. Historically, the university has stepped outside tradition and beyond conservative approaches, consistently demonstrating an adventurous and entrepreneurial spirit.

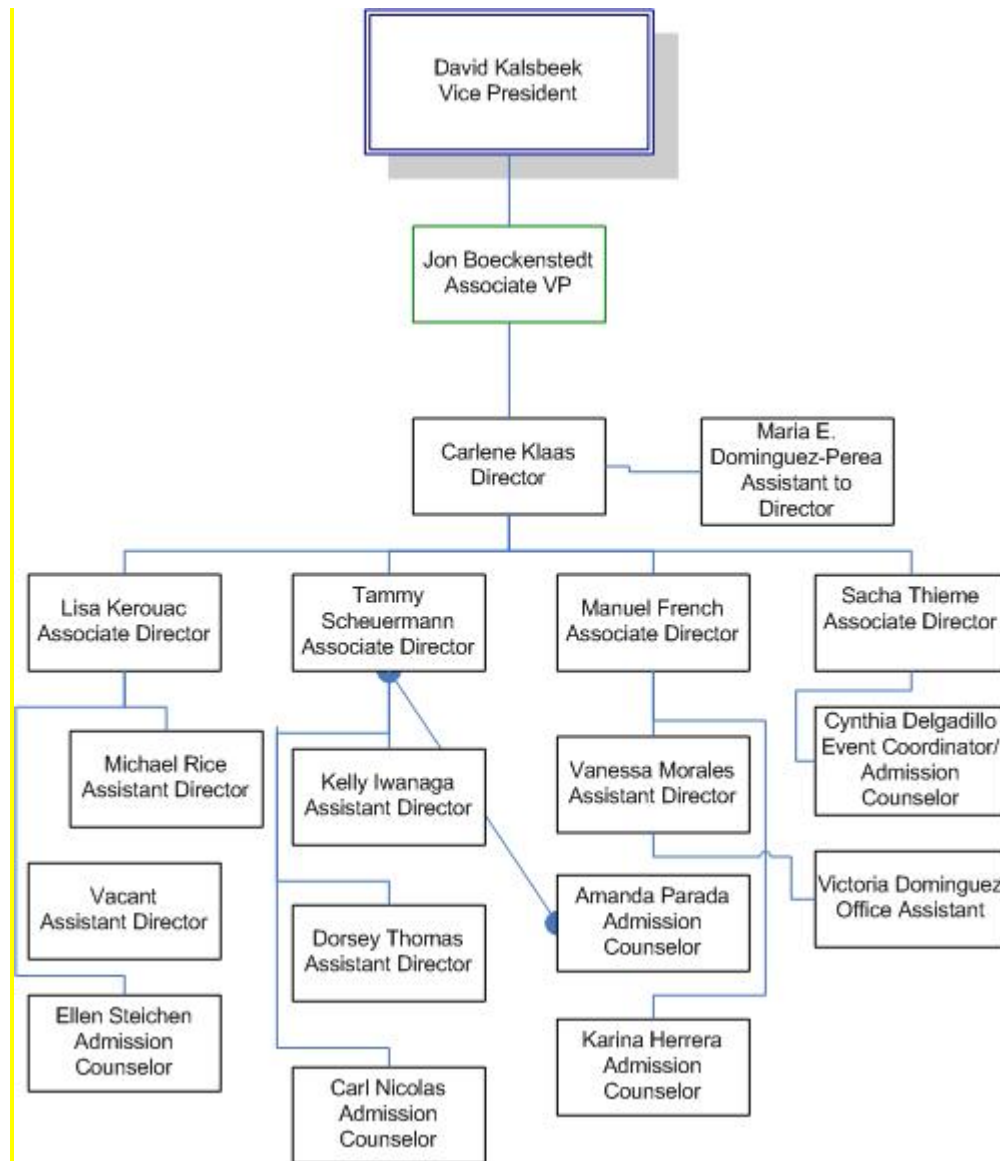
**CONNECTED TO THE COMMUNITY:** DePaul is an ever-expanding network, locally and globally, of programs, students, faculty, staff and alumni. Through social engagement, and with deep commitment, the university actively works to bring concrete solutions to society's challenges and problems.

**PRAGMATIC:** DePaul grounds education in the realities of everyday life. Through this academic curriculum and through the delivery of its programs and services, the university offers students practical solutions to their needs for advancement and growth.

**VALUES:** DePaul's mission is visible to all. Its education is grounded in values of personalism, holistic education and the commitment to creating opportunities for the disadvantaged and disenfranchised in society.

# Office of (Undergraduate) Admission

As an Alumni Recruiter for DePaul University Admissions, you will need to know the ins-and-outs of the department. In DePaul's Office of Admission, there are several individuals who work hard to ensure successful recruitment for DePaul. DePaul University's Office of Admission (Freshman) is broken down as follows:



## Undergraduate Breakdown (Fall '08)

Total Enrollment.....	23,401
Undergraduate Students (full-time and part-time).....	15,024
Graduate Students.....	8,377
Female.....	56%
Male.....	44%
White/Caucasian.....	59%
Hispanic/Latino.....	12%
African American.....	9%
Asian/Pacific Islander.....	9%
Other/Unknown.....	11%

### Geography (Incoming Freshmen)

Chicago.....	16%
Suburban.....	47%
Elsewhere in IL.....	6%
Out-of-State.....	31%

- There are approximately 2,522 freshman enrolled for the most recent quarter (Fall '07).
- The average class size is 22.5 students.
- 93% of all undergraduate classes at DePaul have fewer than 40 students.
- Every class at DePaul University is taught by a professor, we do not use teaching assistants (TA's) or assistant instructors (AI's).
- Student to Faculty Ratio is 16:1

## Academic Calendar

DePaul University is run on the Quarter system, which works on three 10-week terms, and offering two 5-week optional summer sessions. Within each 10-week term (Quarter) students are advised to take a full course load of 4 classes, for a total of 16 credit hours for that quarter. Each class generally meets for a total of 3 hours per week, as DePaul offers courses necessary for completing graduating requirements in four years. (Students must maintain a minimum of 16 credit hours per quarter/term to graduate in 4 years).

The academic calendar, on the basis of the 10-week quarter system goes from:

<b>Autumn Quarter</b>	September-November (10 weeks)
<b>Winter Quarter</b>	January-March (10-weeks)
<b>Spring Quarter</b>	April-June (10-weeks)
<b>Summer Quarter</b>	Session I (June-July) Session II (July-August)

\*\*Final Exams are held the week following the academic quarter (technically the 11<sup>th</sup> week) and before the new quarter begins.

# Academic Colleges, Degrees, and Programs

## Undergraduate Colleges

- College of Liberal Arts & Sciences
- College of Commerce
- College of Communication
- School of Education
- School of Music
- College of Computing and Digital Media (CDM)
- The Theatre School

## Undergraduate Degrees

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Science
- Bachelor of Science in Physical Education
- Bachelor of Science in Commerce

## Honors Program

The Honors Program is a university-wide interdisciplinary curriculum that combines a rigorous liberal arts education with the cultural resources of Chicago. Supported by a dedicated faculty and mentors, students in the program hone their critical thinking skills, challenge themselves to excel academically and deepen their self-knowledge. Students may apply for the Honors Program once they are accepted to DePaul. Encourage students to visit <http://www.depaul.edu/~honors> for more complete information on the details of the Honors Program.

## Study Abroad

DePaul's many study abroad programs enable you to expand your worldview while living and learning in a foreign country for one or more quarters.

Options for Study Abroad include:

- Rome, Italy; Dublin, Ireland; Sheffield, England; Merida, Mexico; Madrid, Spain; Budapest, Hungary; Athens, Greece; Bonn, Germany; Paris, France; and Osaka, Japan.

Encourage students to visit <http://studyabroad.depaul.edu> for more complete information on all programs offered.

**\*\*Note:** Please refer to the bright green Road Brochure, titled "Have we met", for lists of majors and programs offered according to college.

## Great Locations

As alumni you probably remember the beautiful campuses that DePaul had to offer! DePaul University hosts several campus locations all over the Chicago Land area **(6)**, which include:

Lincoln Park, Loop, Naperville, Oak Forest, O'Hare & Rolling Meadows.

The Lincoln Park and Loop campuses are most accessible to students, as they are listed as two of the top urban areas in the country, and even better- they are only 15 minutes away from each other. Both campuses are full service offering housing, student affairs and student services such as Public Safety patrolling by car and foot, evening escort services, Identification access, and a campus blue light system of safety towers.

### Lincoln Park

As the largest residential community that DePaul offers, the Lincoln Park campus consists of:

- 15 residence hall/apartments

- Nearly 3,000 students residing in university housing

- Traditionally 70% of incoming freshmen class choose to live on campus. It is not required or guaranteed that a student live on campus in order to attend DePaul.

- Lincoln Park is known as a progressive neighborhood recognized for its incredible variety of entertainment, dining, cultural and recreational activities.

- Lincoln Park also boasts some of the city's best theatres, the famous Second City improvisational comedy club, beaches, boat harbors, lakefront bike and jogging trails, the Chicago Historical Society Museum, and the Peggy Notebart Nature Museum.

### Loop

- Only a 15-30 minute EL ride from the Lincoln Park campus

- The heart of Chicago's business and cultural district

- Allows for numerous experiential learning opportunities and internships amongst the business community

## Technology & Innovation

DePaul University is extremely technologically savvy, and we aim to offer our students unlimited resources and opportunities.

- In Lincoln Park alone, there are over 800 computers throughout the entire campus. There are computer labs available to students and faculty in all main academic facilities.
- In addition, internet wireless zones throughout campus allow for wireless internet access almost anywhere. \*Students are not required to bring a computer or laptop with them to DePaul. If you attended DePaul when computers were provided in each residence hall room this practice has since been discontinued because students typically brought their own anyway.

Some other perks of DePaul's growing technology and innovations include:

### **Blackboard**

This is one of a growing number of electronic course management systems that DePaul offers, which encourages interaction between students and faculty, students and students. Blackboard incorporates web pages, email, discussion boards, chat rooms, small group areas, online quizzes, an online grade book, document sharing, and more to create a terrific online learning environment.

# DePaul's Undergraduate Application Process

## Deadlines and Requirements

- Please strongly encourage all prospective first-year students to **apply by November 15 of their senior year for the Early Action Program.** \*This is not a binding decision, but simply means that the student will find out their admission decision by the first week of January and will receive full consideration for all merit scholarships. The priority deadline for Priority/ Regular admission is February 1. Applicants are considered on a space available basis by rolling notification. (Applications to the School of Music and the Theatre School must be submitted by January 15<sup>th</sup>. Notification of Music and Theatre admission decisions will be made in late March).
- Either the SAT or ACT is required. If the student's SAT or ACT scores do not appear directly on their high school transcript, the student must request the testing agency to forward their score report to DePaul. College code numbers are as follows:

SAT 1165  
ACT 1012

- If the prospective student has earned college credit while in high school, he or she must request that the college or advance placement service which granted their credits, forward those records to DePaul.
- All application materials should be sent to:  
DePaul University  
Office of Admission  
1 E. Jackson Blvd.  
Chicago, IL 60604

**\*\*Note:** Each student's application is reviewed individually

- Average GPA of 3.4/4.0 scale
- ACT composite of 22-27 (middle 50%)
- SAT composite V 510-610, M 510-620 (middle 50%)
- Class Rank in top 25%

\*Please note that the written portion of the ACT and SAT tests are not required for admission at DePaul. If a student has already taken the test with the writing portion they can still send us their score, our system will remove it automatically.

Although there are no minimum requirements for admission, those listed above are the averages. DePaul also takes into consideration high school curriculum, essays, recommendations letters, and extracurricular activities. Programs are available for students who have not met all of the general admission requirements or averages.

## Curriculum Requirements

- English: 4 full years (8 semesters)
- Math: 3 full years (6 semesters, through Algebra II & Geometry)
- Science: 3 full years (6 semesters, 4 semesters must be a lab science)
- Social Science: 2 full years (4 semesters; includes Government, History, etc.)
- Foreign Language: (2 – 4 consecutive years; not currently required, but strongly recommended)

## **Application Fees**

The application fee for undergraduate admission is \$25 if the student applies online, or \$40 (check or money order) if the prospective student submits a paper application. All checks must be payable to DePaul University, and the student's name and social security number should be visible on the check or money order. If possible fees should be sent along with the application.

## **Appeal Process**

Students wishing to appeal their admission decision should submit a letter along with any new academic information (SAT or ACT scores, new transcripts) to the Admission Committee. DePaul does not have a general policy of placing students on a wait list. The only exceptions are for students awaiting an admission decision from the Theatre School or the School of Music.

## **Early Action Program**

DePaul's Early Action Program requires that prospective students apply by November 15<sup>th</sup> of their senior year. Decisions are made and sent out by the first week of January of the year of expected enrollment. (School of Music and Theatre School students are not eligible to participate in the Early Action Program. Music and Theatre School students will be given strongest considerations for merit/academic scholarships if they meet the Music/Theatre School application deadline of January 15<sup>th</sup>.)

\*It is important to remind students that this is NOT an "Early Decision Program" which requires the student to commit to DePaul upon admission. "Early Action" simply means that if the student applies early they will find out their answer earlier and be given maximum consideration for merit scholarships which are distributed on a first-come, first-served basis.

## **Dual Admission Program**

DePaul's College of Computing and Digital Media (CDM) has entered into agreements with community colleges allowing admission to both DePaul and the community college simultaneously. Students in this program will attend a community college for the first part of their college career with the intention of completing their Bachelor's Degree at DePaul CDM, in one of CDM's fourteen bachelor degree programs. Students should check to see what community colleges are in agreement with DePaul's Dual Admission Program. Being admitted in a Dual Admission Program allows students to make the move to DePaul CDM very smoothly when the time comes.

## **Bridge Program: Get info from Will!**

DePaul offers this program to students who do not meet regular admissions criteria, but show academic promise. This five week program requires students to live on-campus while taking three classes beginning in mid-July and ending in mid-August with continued services during the Autumn quarter. Students are identified for the program by their admission counselor and the admission committee during file review. They are then sent an application/description for the program. The student must submit the application to be considered for the program. Bridge applications are reviewed in February. A \$100 tuition deposit is required by May 1<sup>st</sup> to confirm enrollment.

## **Home Schooling**

Students who have been home schooled through high school will need to submit the following materials with the application/application fee for admission consideration:

- An official transcript from an accredited home school program
- Standardized test scores (DePaul accepts both SAT and ACT)
- Official community college transcripts for any courses taken

DePaul also recommends that home schooled applicants submit the following optional materials:

- Personal statement from the applicant articulating why he/she chose to be home schooled
- An academic paper from Junior or Senior year course work

## Campus Visits

Research shows that the campus visit is one of the most successful recruiting tools available. DePaul is fortunate to have two well designed campuses that show very well to prospective students and their parents. Always suggest that a student schedule a customized visit or participate in one of our admission events.

Students can call (773) 325-7500 or visit the web site (<http://www.depaul.edu/visit>) to schedule a visit.

### Admission Events

Throughout the academic year we offer a number of visit days featuring representatives from the undergraduate colleges, the Office of Admission, and the Financial Aid Office.

### Admission Information Sessions and Campus Tours

DePaul tour guides give campus tours and introduce prospective students to the culture, people, and academic opportunities of DePaul's Lincoln Park and Loop campuses.

#### Admission Presentation, Lincoln Park:

Mon., Tues., Wed. and Fri. at 10:00am & 2:00pm  
Thurs. at 10:00am ONLY and Sat. at 9:00am & 10:30am

#### Tour the Lincoln Park Campus:

Mon.-Fri. at 11:00 am & 3:00 pm  
Sat. at 10:30 am & 11:30 am

#### Tour the Loop Campus:

Mon.-Fri. at 1:30 pm

### Customized Visit

We can also provide students with a customized visit, which might include taking a campus tour, sitting in on a class, scheduling an overnight visit and more. Students can go to the Prospective Student web site and complete the visit scheduling request form and the admission team will contact the student to discuss setting up a customized visit.

### Visit Days

Each year we offer a number of weekend visit programs for prospective students. A list of the 2007-2008 dates and descriptions should be included in your training materials. If not, please contact the Associate Director of Admission for this information.

## Costs of Attendance

DePaul University provides a world-class, yet affordable, education. We believe the educational experience here enables students to enjoy the long-term benefits of investing in themselves -- and in their future.

DePaul seeks to manage its resources effectively in order to control the costs it charges students for programs and services. Recent tuition increases have been held to between 3 and 5%, less than the majority of our peer institutions. Moreover, we offer a full range of financial aid opportunities to ensure access to a diverse population of students.

This is a listing of tuition and fees of DePaul University, as approved by the Board of Trustees.

<b>Full-Time per hour, 12-18 credit hours.....</b>	<b>\$25,490.00/year</b>
College of Commerce	
College of Communication	
School of Computer Science, Telecommunications, and Information Systems (CTI)	
School of Education	
College of Liberal Arts and Sciences	
School of Music.....	<b>\$28,625.00/year</b>
The Theatre School.....	<b>\$28,625.00/year</b>

<b>Part-Time per hour, 1-11 credit hours.....</b>	<b>\$422.00/per hour</b>
College of Commerce	
College of Communication	
School of Computer Science, Telecommunications, and Information Systems (CTI)	
School of Education	
College of Liberal Arts and Sciences	
School of New Learning	
School of Music.....	<b>\$527.00/per hour</b>
The Theatre School.....	<b>\$599.00/per hour</b>

\*\*Credit hours over 18 are charged at the part-time rate. Tuition rates for students enrolling at DePaul prior to Fall 2009.

# Financial Aid

[http://www.depaul.edu/financial\\_aid/](http://www.depaul.edu/financial_aid/)

Each year DePaul University awards over 1,000 merit, service and talent scholarships to enrolled students. DePaul also participates in all federal and state need-based financial aid programs. \*Please note the “Let’s talk about financing your DePaul degree” brochure for updated award amounts.

## TYPES OF FINANCIAL ASSISTANCE AVAILABLE

### Grants

Grants are gift funds awarded to students based on financial need. Grants do not need to be repaid. The most common grants received by DePaul students are Federal Pell Grants, Illinois State Monetary Awards, and DePaul University Grants.

### Work Study

Work study is student employment. Jobs are primarily on-campus, but can include off-campus non-profit or government agencies. Students are paid bi-weekly. Student workers may use their funds to pay University costs, or other educational expenses. Students not eligible for financial aid may still apply for on-campus student employment at the Career Center.

### Loans

Loans are monies borrowed by the student or their parents. Federal loans include: Federal Perkins Loan, Federal Direct Loan, and Federal PLUS loans (for parents). Loans have preferred interest rates and repayment terms. Private lenders such as the Education Resource Institute, Key Bank, Nellie Mae, and First Marblehead Bank provide education loans to parents and students.

### Scholarships

Scholarships are funds awarded to students based on academic, talent, or leadership ability.

## Freshmen

### Academic Scholarships

Presidential

\$14,000 – For renewal, student must maintain a 3.3 GPA.

Arthur J. Schmitt / Fritz A. Bauer \$5,000 – Select Presidential Scholarship recipients demonstrating financial need.

Ledger & Quill Varies – Candidates must be declared School of Accountancy majors in the College of Commerce.

Deans' Scholarship \$10,000 to \$11,000

DePaul Scholars' Award \$4,000 to \$9,500

### **Service/Leadership Scholarships**

DePaul Community Service \$8,500 a year – Exceptional record of community service or civic activity and wish to pursue a minor in Community Service Studies. Separate application and interview required. Renewable for four years.

DePaul Leadership Scholarship \$8,500 – Exceptional record of leadership within your high school or community. Separate application and required. Renewable for four years.

Monsignor Egan Hope Scholarship \$14,000 – Exceptional record of social activism, leadership and community service as well as be a resident of Chicago. Separate application required. Renewable for four years.

### **Talent**

Art \$2,500-\$5,000 – Declared art major. Student submit a portfolio to Scholarship Coordinator – Renewable for four years.

Music Performance Scholarship \$2,000 to \$15,000

Theatre Performance Scholarship \$5,000 to \$8,000

Theatre Design Scholarship \$5,000 to \$8,000

Theatre Studies Scholarship \$5,000 to \$8,000

## Transfer Scholarships

DePaul University Transfer	\$2,000-\$4,000 – 3.5/4.0 - Renewable for two years. Candidates must have completed at least 30 transferable semester hours (44 quarter) of college level work by the time they enter DePaul.
Phi Theta Kappa Transfer	\$5,000-\$7,000 – 3.5/4.0 – \$1,000-\$7,000 – 3.5/4.0 - Renewable for two years. Candidates must have completed at least 30 transferable semester hours (44 quarter) of college level work by the time they enter DePaul and be a member Phi Theta Kappa International Honors society.

*Please Review Scholarship & Financial Aid Brochures*

Other helpful websites

<http://www.finaid.org/>

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Student Housing

Living on campus at DePaul University provides the opportunity for students to become a part of a community, and to create a variety of educational, cultural, recreational, social, and spiritual experiences. There are 15 residence halls (2700 beds) at the Lincoln Park campus, and one residence hall (700 beds) at the Loop campus.

Students are encouraged to apply for housing as early as possible since space is limited and housing for new students is not guaranteed. Application instructions for incoming students are included in their acceptance packet. Student housing applications are considered on a first come, first serve basis.

For more information, please visit <http://housing.depaul.edu>

Student's who wish to live off campus, can get assistance in their housing search from the Housing Resource Center, a division of DePaul's Student Housing.

## Student Organizations

DePaul University has over 200 clubs and organizations which students are encouraged to participate ranging from athletic to academic, ethnic to religious. If DePaul does not have an organization pertaining to a students' interest, students have the ability to start their own organization by rallying 7 other interested students, developing a mission and completing the necessary paperwork.

Students can visit the web site for the Office of Student Life for more information on activities and student organizations. <http://studentaffairs.depaul.edu/slif>

## What to know about College Fairs

Attending college fairs is a huge part of an alumni recruiters' commitment. These fairs are one of the vital points where prospective students come into contact with DePaul University.

### Before the Fair

- The Admissions Office will send all alumni recruiters the materials needed at college fairs by mail.
- Whether you are attending the fair by yourself, or accompanying an Admissions Counselor, you will need to review the materials sent to you so that you are familiar with the information, and can assist prospective students with any questions that they may have at the fair.
- If you have any questions regarding fair information, directions, or questions about the materials, make sure to contact the Admissions Office prior to the fair, so that someone can prepare you, and you may feel confident during the actual college fair.

### College Fair Materials

The following materials will be sent to all volunteers. Please make sure your package includes all of the following:

- Business Cards for the DePaul Representative and out-of-state territory list
- Road Brochures (Have We Met)
- Applications (Get Started)

- Scholarship & Financial Aid Brochures (Let's talk)
- Table Blanket
- Prospect Cards
- FAQ's (Frequently Asked Questions)
- List of on-campus program dates
- List of AP and IB placement list
- List of Athletic Department contacts
- List of club/intramural sports available
- Pens (generic fair pens, not DePaul pens)
- Rubberbands

#### **After the Fair**

- Please leave all extra materials left over from the fair with the sponsoring high school(s).
- Return all Prospect/Inquiry Cards and Evaluation Forms to:

**Michael O. Rice II**  
 Assistant Director of Admission  
 DePaul University  
 1 E. Jackson Blvd., 9th Floor  
 Chicago, IL 60604

(A sample Evaluation Form is included in your Training Manual)

**\*\*Note:** If you are attending a fair with a DePaul Admission Counselor, then all you will need to do in preparation for the fair is review the admission materials and SHOW UP at the time determined. You do not have to worry about returning cards or evaluations, if an Admission Counselor is present at the fair.

NACAC guidelines require that both alumni volunteers and Admission Counselors stay for the entire fair unless other arrangements have been made, so expect to stay and come prepared. \*If you are attending the fair alone, we ask that you agree to be present until the very end of the fair as sponsoring high schools and participants make note of schools when the representatives leave early and it does not leave a positive impression.

It is suggested that all volunteers review the materials above and know the information even if they are not doing the fair alone. This is to ensure that if you are asked a question, you are prepared, and therefore make a great impression for prospective students.

#### **Review/Helpful Hints:**

1. Review the college fair information stated above and the DePaul University website; [www.depaul.edu](http://www.depaul.edu), specifically the Prospective Students section.
2. Study the materials provided (materials will be sent to alumni recruiters).
3. Contact the Assistant Director of Admissions/Alumni Training Coordinator with any questions concerning dates, times, or locations of fairs, or if you have not received your materials in a timely manner.

4. Arrive well in advance of the start of the fair. Allow yourself plenty of time to find your location and arrange your table before students and parents arrive.
5. Greet all students and parents with a smile and hello, letting them know you are glad they are interested in DePaul University.
6. Have all students interested in DePaul complete an inquiry card. Provide them with appropriate materials, as your supply allows. If you run low, provide students with a phone number so that they may request materials directly. Remember, any left over materials should be left with the high school hosting the fair.
7. Refer students to the Office of Admissions for any answers to questions for which you are unsure. Leave no question unanswered, or provide alternatives to obtaining the information needed.
8. After the fair make sure your area is clean, and return inquiry cards and evaluation forms to the Associate Director of Admission.

## **College Fair Evaluation Form**

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Thank you for representing DePaul University. Please complete and return this evaluation to the Office of Admissions. Your feedback is important for future planning!

Name of Event \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Did you encounter any problems during check-in at the fair? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain \_\_\_\_\_

Approximate number of other universities participating in the fair \_\_\_\_\_

Approximate number (total) of students/parents attending \_\_\_\_\_/\_\_\_\_\_

Approximate number (total) of students/parents you spoke with \_\_\_\_\_/\_\_\_\_\_

Approximate number (total) of Inquiry Cards completed \_\_\_\_\_

**For Future Planning:**

1. Were the materials you received adequate for the fair? Yes\_\_\_\_\_ No\_\_\_\_\_

What other information would have been helpful?

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2. Would you recommend attending this event/fair next year? Yes\_\_\_\_\_ No\_\_\_\_\_

3. Considering space available, do we need additional representatives at this event/fair next year? Yes \_\_\_ No\_\_\_

4. If Yes, how many? \_\_\_\_\_

SUGGESTIONS AND COMMENTS ABOUT THE EVENT/FAIR:

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Your Name: \_\_\_\_\_

Other Representatives: \_\_\_\_\_

**Return with inquiry cards to:**  
**Michael O. Rice II**  
**Assistant Director of Admission**  
**DePaul University**  
**1 E. Jackson Blvd., 9th Floor**  
**Chicago, IL 60604**

## Frequently Asked Questions

Since you as alumni recruiter are a vital connection between the university, students, and the community there are several situations that you should be able to address for prospective students when recruiting. Be prepared for the following concerns among prospective students:

### **Status questions about the receipt of admission materials/obtaining materials.**

You should refer students and parents to The Office of Admission so that they may speak to an admissions counselor to find out what information has arrived or has not arrived. The best phone number is 312-362-8300 or the student can send an email to [admission@depaul.edu](mailto:admission@depaul.edu).

### **Can admission decisions be given over the phone?**

DePaul University does not give admission decisions over the phone or via e-mail. We will simply say that "a decision was made on (date) and you should receive it shortly." However, in unique cases (as determined by a cabinet member), it is the Office of Admission that is initiating the phone call and thus it is only an admission counselor that can give the decision over the phone. If a decision is given over the phone, it will be given to a student only, and not to a parent.

**What if a student walks in and wants to know their decision? Should they be directed to meet with a counselor? Should it be the counselor on duty?**

They should meet with a counselor from the Office of Admissions, preferably the counselor on duty. If they show a photo ID, we will give them their decision in person. We do not want to solicit this option, however. But, if they come in, we will assist them.

**Why didn't I receive a scholarship?**

For scholarships, our standard answer for those not receiving a scholarship will be: "Students need to meet the deadline and criteria to be considered. The applicant pool was very competitive this year, which is a reflection of the quality of students DePaul attracts." Please then refer students to the Office of Financial Aid. Please also refer to the following web site to learn more about the University policy regarding confidentiality:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The following are more specific questions that you as alumni recruiters will be asked by prospective students and parents. Review the questions to get a good understanding of what incoming freshman want to know.

**I don't have a computer. Will I need one and is there one at DePaul I can use?**

Many students have come to rely on the use of computers. But even if you don't have your own, you're in luck. The University provides more than 800 computers for general student use. Students can either visit the computer labs, conveniently located on all six of DePaul's campuses, or use one of the many computers located in classrooms, at the library, or in the student center. (Of course, Student Housing offers network access.) What's more, many of the computers at these locations offer access to the Internet, so you can browse the Web or email your professors and friends.

**Will I have to go across town to use a library?**

You'll have no problem finding a library at DePaul. In fact, DePaul has three libraries on its two city campuses, additional library facilities on the Naperville campus, and electronic libraries at the O'Hare, Rolling Meadows and Oak Forest campuses. The DePaul Center Library on the Loop campus and the John T. Richardson Library on the Lincoln Park campus contain more than 740,000 volumes and more than 6,000 periodical subscriptions, as well as extensive microfiche and microfilm collections. The Law Library, also on the Loop campus, has more than 183,000 volumes and more than 10,000 periodical subscriptions.

**How safe is DePaul?**

Security is taken very seriously at DePaul. Because the University is integrated with the city, a fully staffed police force regularly patrols the campus. Call boxes located around campus connect students to the security office, and all residence halls operate on an electronic key-

card system. In addition, each residence hall has a 24-hour security desk where all visitors must register. And for anyone who needs a ride back to campus when it's dark, DePaul's late-night transport-escort service is just a phone call away.

### **What is DePaul's freshman class like?**

According to DePaul's 2007 entering freshman class:

Size: 2,522 students

Gender: 58% female; 42% male.

Race: White/Caucasian 63%; Hispanic/Latino 11%; African American 6%; Asian-Pacific 9%; Other 11%

Average GPA: 3.4

Mean composite ACT: 24.1

### **What is residence life like?**

At the Lincoln Park campus DePaul has 15 residence halls, all of which are co-ed. These residence halls range from apartment-style living to conventional residence hall rooms. Aside from two halls that house only upperclassmen, students from all classes live together. Although many students choose to live off-campus, the 3,000 who choose to stay in residence halls say that living on campus fosters a sense of community with other DePaul students. Virtual tours of all residence halls are available online at <http://housing.depaul.edu>.

### **Will it be difficult to juggle a part-time job with my class schedule?**

If you plan to get a part-time job while at DePaul, you're not alone. More than 70 percent of DePaul's students work to help finance their education. Because of this, very few undergraduate classes are scheduled late in the afternoon. What's more, the University's downtown location provides many excellent employment opportunities.

### **Will I be able to get to know my professors or just be another face in the crowd?**

Many DePaul students consider the undergraduate student-faculty relationship at the University to be one of the best anywhere. Most professors are personable and willing to help, and most class sizes are no larger than 20 to 30 students. And, classes at DePaul are taught by faculty members, there are no teaching assistants.

### **I may want to study abroad my junior year. Where can I go?**

What, leave Chicago? It's no surprise that some do, considering DePaul's extensive foreign study opportunities. Programs include study in Belgium, England, France, Germany, Ghana, Greece, Hungary, Ireland, Italy, Japan, Malta, Mexico, Morocco, the Netherlands, Spain, and Zimbabwe to name a few. Visit <http://studyabroad.depaul.edu>.

**My grades probably have not been as good as they should be. What are my chances of getting into DePaul?**

A lot of factors go into an admission decision at DePaul, so don't hesitate to apply because one aspect of your high school career is not so great. Typically, DePaul looks for applicants who rank in the top half of their graduating class and present strong SAT or ACT scores, but the University also takes into consideration recommendations, interviews, and extracurricular activities and achievements.

**Can I apply early to DePaul?**

Yes, you can. DePaul's Early Action Program (EAP) is an excellent option if DePaul is your first choice. Students admitted under this program receive priority consideration for advising, registration, housing, and financial aid. Applications are due November 15 and notification is made by the first week of January.

**Will my Advanced Placement (AP) credits transfer at DePaul?**

Yes. We appreciate that you have chosen to complete an academically challenging curriculum in high school. For a complete list of the tests and necessary scores visit <http://depaulcentral.depaul.edu/>. (Also reference the list included in your training information packet). Outstanding students may enter DePaul with credit earned through selected AP Program tests.

**What is financial aid?**

Financial aid is monetary assistance from institutional, governmental, or private sources that is available to assist students in affording educational costs. This aid can take the form of academic scholarships, need-based grants, low-interest loans, and student employment.

**If I don't qualify for need-based aid, what other options are available to me?**

As an undergraduate, there are three things you can look into: merit scholarships, part-time employment, and direct loan programs. DePaul's scholarship programs, with values ranging from \$4,000 to \$14,000, are awarded to students who have outstanding academic ability or talent, or who have demonstrated leadership in serving others. All eligible students are automatically considered for merit scholarships.

**What is DePaul's tuition?**

DePaul's Tuition Rates vary according to what program of study you are pursuing. (Refer the student to the Road Brochure for reference of this information). Remember, if you plan to live on campus, you will also have housing and food expenses.

**Are my chances of being admitted to DePaul reduced if I apply for financial aid?**

Not at all. DePaul adheres to a "need-blind" admission policy, which means that a student's financial need is not taken into account in the admission decision.

### **How many DePaul students receive financial aid?**

DePaul has planned its financial aid program to assist as many students as possible. As a result, about 73 percent of full-time students receive some form of financial aid at DePaul; 68 percent receive gift assistance.

### **I sent in my financial aid information ages ago. How do I find out the status of my request?**

You should call the Financial Aid office at 312-362-8091.

### **I have no idea what kind of career I want after college. Where do I start?**

Lots of new students feel unsure about their career goals. At DePaul, your advisor will help you explore different career options and choose courses that will help you decide. DePaul's Career Center provides a range of educational and career planning services for all DePaul students and alumni.

### **Lots of universities offer a good education, but how can I be sure I'll get a job after I graduate from DePaul?**

DePaul is a career-minded university. In fact recent surveys show that 88% of DePaul alumni are employed or in graduate school within six months of graduating. Those employed earn 3 to 10 % more than the national average in their fields. Its partnership with the city provides students with exceptional career-related job experiences, internships, and mentorship's at organizations such as the Chicago Tribune, Lincoln Park Zoological Society, and Motorola Inc. In addition, DePaul graduates are actively sought after each year by an average of 800 large and small domestic and international corporations, arts groups, educational institutions, government agencies, and competitive graduate programs.

### **Can I have a car on campus?**

Yes. DePaul University has two parking garages, in addition to several student surface lots. Parking permits are available to students. The permits will allow a student to park in a garage 24 hours a day, 7 days a week, for the duration of the academic year. Parking permits must be purchased at the Lincoln Park Campus Payment Center. Parking in the garages is also available to students at a daily cost (pending space availability). There are no University-owned parking garages at the Loop campus.

Also, full-time undergraduate DePaul students are issued a university CTA pass at the beginning of each academic quarter, as it is included in tuition. This U-pass gives students unlimited access 24 hours a day, 7 days a week to both CTA busses and trains.

\*It is okay to recommend that new freshmen wait one quarter before deciding to bring a car on campus as they will have a better understanding how to navigate the CTA and use their U-PASS.

### **Can I request a specific roommate?**

Yes. You make the request when you submit your housing agreement to Housing Services. The earlier you and your friend return your housing agreement, the more likely it is that you will be assigned to the same room.