



Northeastern

Alumni Admission Program (AAP) 2009-2010

Northeastern University
Office of Undergraduate Admissions

Table of Contents

Introduction	3
Alumni Admission Program Overview	4
Volunteer Opportunities	4-7
College Fairs	
Receptions and Informational Sessions	
Hosting Receptions and Sessions	
Material Drop-Offs at High Schools	
Award Presentations	
Alumni Area Coordinators	8
Northeastern at a Glance	9
Admissions and Financial Aid	10
Application Process	
Tuition and Fees	
Financial Aid information	
Campus Resource Information	11

Introduction

Thank you for volunteering your time to the Alumni Admission Program. As a volunteer, you will be doing an important service to Northeastern University. We truly appreciate your time, ideas, energy, and positive enthusiasm for the University.

We are looking for smart, talented, energetic, and resilient students ready for the uniqueness of an NU education - student's eager to tackle the world's challenging problems. And we are counting on you to help us find them!

As an Alumni Admission volunteer you can paint a clear and accurate portrait of the Northeastern experience. Rigorous academics integrated with experiential learning opportunities - research, global learning, civic engagement and our signature cooperative education - lie at the heart of a Northeastern education.

Northeastern faculty members are at the forefront of their fields and regularly win awards for teaching excellence and prestigious research grants. The partnership between faculty and students takes form in the classroom; in the laboratory, where they collaborate on research; and in the mentoring relationships that develop out of these shared endeavors.

Our educational model is unique because it allows students to take what they learn in the classroom and apply it to real world situations and vice versa. Our students build the connections that enable them to transform their lives. These connections enrich classroom studies, fuel intellectual and personal growth, and provide students with opportunities to explore their path and discover their passion.

These points of real-world engagement—at a university that is a world leader in experiential learning—means that our students are better prepared to succeed in the lives they choose. It's the Northeastern difference and it is the world's most powerful way to learn.

Through your conversations and interactions with students, you can assist the Admissions staff in the identification of those who are best equipped to make the most of the opportunities NU offers. You can promote the University in and around your community with business leaders and other individuals who may influence high school students. With your encouragement, Northeastern University will be a carefully considered option for many students choosing colleges today.

Alumni Admission Program Overview

The Alumni Admission Program (AAP) is comprised of Northeastern graduates who promote the University in and around their communities. Your time, effort and enthusiasm help to influence students to attend your alma mater. Alumni volunteers are vital to increasing the quality of the University's applicant pool as well as strengthening our reputation nationwide. The AAP is designed to facilitate a more individualized and personalized approach to the admission process. The interaction between alumni volunteers and prospective students and their families provides an extension of the efforts of the Undergraduate Admissions Office as we work each year to enroll an exceptional class.

Specifically, volunteers serve Northeastern by:

- Representing Northeastern at college fairs or On-Campus Events.
- "Meet and Greet" prospective and accepted students and parents at receptions and informational meetings.
- Hosting local receptions or informational meetings at your home or office for alumni, students, and parents.
- Dropping off materials at local high schools.
- Presenting awards at local high schools.

The AAP keeps volunteers informed about the University through trainings held each year. As a volunteer, you will be representing Northeastern at a variety of events. Therefore, it is important that you possess the knowledge and materials necessary to allow you to accurately convey the essential information about **today's** Northeastern to students nationwide.

Volunteer Opportunities

College Fairs

Why College Fairs?

College Fairs are a means of bringing a variety of colleges together in one place so that students are able to investigate many options at once. You will be representing Northeastern to prospective students and their families. The information you present and the manner in which you present it could very much influence their college search process. Generally, travel to college fairs occurs twice a year: fall for high school seniors and spring for high school juniors.

How does a volunteer help out?

Each fall and spring, members of our Admissions staff travel to various cities across the world to represent Northeastern at college fairs; however, we receive more than 500 invitations a year and find it nearly impossible to attend every program. Thankfully, we can rely on Alumni Admission Volunteers to represent the University. Through your assistance, we are able to extend our recruitment efforts and enable students to see the benefits of a Northeastern education.

What happens at college fairs?

High schools may host college fairs and other sponsors may include organizations or community colleges. College fairs run from two to three hours and are usually held in the early evening, but may be scheduled during the day or the weekend.

Typically, college representatives are assigned to a table to display their publications and to meet visitors. The venue, usually a gymnasium, library, or cafeteria, is very likely to be crowded. Northeastern usually attracts a large crowd, and we try to assign two people to most fairs when possible. The goals of the fair are quite simple:

- Meet prospective students, their families, and guidance counselors
- Stimulate and reinforce students' interest in Northeastern
- Increase nationwide exposure of Northeastern

Tips for a College Fair

1. Arrive 30 minutes before the fair to park and set up.
2. Stay behind the table. **College fair policies don't allow representatives to stand in front of the table to speak to students.**
3. Give a brochure and inquiry card to each student.
4. Use this manual and fact sheet provided to answer common questions.
5. Stay at the fair until the stated end time, leaving early will reflect poorly on the University.
6. Mail the cards back to Northeastern with the banner and evaluation.
7. If you have a student that you think warrants a follow up phone call, or has a special request for information, take down their contact info and email alumniadmissions@neu.edu using the subject **Requires Follow up** or call Bill Purnell at 617.373.7606.

Preparation and Arrival

It's important that you read through this manual and all other literature mailed to you prior to the fair. We also encourage you to visit our Web site at www.northeastern.edu/admissions for the most up-to-date information. Plan to arrive at least one-half hour before the start of the program. You will need to register, find your table, and set up before guests arrive. On occasion, a staff member from the Admissions Office will join you.

Materials

You will receive a box of materials from Northeastern (unless otherwise indicated in your confirmation). Review the materials to familiarize yourself with the information. When you arrive at the fair, make a neat and attractive arrangement of materials on your table. If provided, drape the Northeastern banner on the table. Prominently display the Inquiry Cards. **IMPORTANT: Encourage every student who comes by the table to complete an inquiry card.** Students who fill out these cards will be placed on our mailing list and will receive appropriate information specific to their interests. If students respond that they're currently receiving information, still encourage them to complete the card.

Talking with prospective students and their families

Make sure you tell students and parents that you are an alumnus or alumna of Northeastern University. Try not to resort to talking about “old times at NU” but rather communicate your excitement and knowledge about what is happening on campus today. You should be prepared for many questions. Please review and bring a copy of the **NU at a Glance** and **FAQs** documents on your alumni portal. Encourage students and families to visit the campus or attend an open house program. Most importantly, convey your enthusiasm for NU. People are more apt to remember someone who personalizes the discussion rather than someone who just tells them the facts.

- **A good opening question:** Are you familiar with Northeastern University? This will lead into you giving them some information about the campus. “We are a private, urban university located in Boston.....Here are some of the majors we offer, do you have an interest in any particular area?” This works better than asking, “do you have any questions?” Most students and parents at the fair have no idea of what questions to ask so they will answer no and walk away.
- **The Inquiry Card:** Encourage them to complete it and submit it at the table. This will speed up the process of getting mail and e-mail from the Admissions Office, including application information. When a student hands you the card, look it over to be sure it is legible and that they have filled out the full name of their high school and year of graduation. The year intending to enroll should match the year of graduation unless they are a transfer student or they plan to take a year off before going to college. The backside of the Inquiry Card has a list of majors and concentrations for the student to reference. **NOTE: Inquiry cards are NOT designed to be individually mailed back to the University by the students. It is important that the student completes the card at the fair.**

After the Fair:

If possible, introduce yourself to the guidance counselor of the host school and thank them for the invitation. Leave a small amount of any extra materials behind for the high school guidance office. **Please return all completed Inquiry Cards back to the Admissions Office in the provided envelope within five days along with the college fair evaluation form and banner.** This is very important because students are expecting more information from us. We also ask that you evaluate the fair with the provided form, and including any issues or problems you may have had at the event.

“Meet and Greet” at Receptions and Informational Sessions

Throughout the fall, the Admissions Office hosts receptions and informational sessions for prospective students and their parents.

Receptions: Receptions are an introduction to the University which consists of a presentation and a question and answer session. These usually last one to two hours and alumni are there to meet and greet families and share their enthusiasm about Northeastern. Alumni may be asked to speak for one to two minutes to introduce themselves but are generally asked to help with the check-in process and mingle with families before and after the presentation.

Informational Session: At an informational session an admissions counselor meets one-on-one with a student to answer questions about Northeastern and learn more about the student. While the admission counselor is meeting with the student we rely on alumni to mingle with the parents and share their experiences as well as greet the next family as they arrive. After the meeting, the admission counselor will then call the parents in to answer their questions.

Hosting Receptions and Sessions

Office Space: We are often looking for spaces to host receptions and informational meetings. If your office is available in the evenings or weekends for interviews and/or receptions and you would be willing to host one of our programs, please let us know.

Homes: Held typically in spring, the purpose of home receptions is to provide an opportunity for students, who may or may not have confirmed their enrollment, to meet and talk informally with alumni in their communities. This is a critical step in the admission process and serves as another opportunity for students to make their final decision. Whenever possible, a staff member from the Admissions Office as well as other University officials may attend the program. The Admissions Office would assume all responsibility of mailing invitations, tracking RSVPs and all other logistics. All we ask of you is to welcome us into your home and provide light refreshments. **If you are interested in hosting a reception, please contact Bill Purnell 617.373.7606 or alumniadmissions@neu.edu.**

Material Drop-Offs at High Schools

If you are in an area where there are no local college fairs, you may consider dropping off materials at the local high schools. We would send you counselor packets and ask that you call the College Counseling Office in your hometown to see if they would like information about Northeastern. You would then make arrangements to drop off materials and introduce yourself as a local alumnus in the area.

Award Presentations

Northeastern offers awards and scholarships to our freshman students. Many high schools have awards assemblies and would appreciate having someone present these scholarships to their students. As an alumnus, you would be asked to attend the local high school assembly and would be given a short script to present the award to the student.

Alumni Admission Program (AAP) Area Coordinators

The Area Coordinator plays a vital role in assisting Admissions with their recruitment efforts by taking a leadership role in helping manage our alumni volunteer group within designated geographic areas.

Below is a list of our current Area Coordinators:

Arizona/Colorado/New Mexico/Texas/Utah

Don Wood

College of Engineering, '68
Spring, TX
Retired
Drwood45@aol.com, 281.251.3035

California/Oregon/Washington

Glen Weisman

College of Business Administration, '78
Foster City, CA
Professional Coach and Consultant
Insidetrack
glenweisman@comcast.net, 650.868.9569

Connecticut/New Hampshire/Rhode Island

Debra Skitromo

College of Criminal Justice, '83
Meriden, CT
Senior Installation Analyst
UnitedHealth Group
dskitromo@yahoo.com, 203.440.1335

DC/ Delaware/Maryland/Virginia

Sheri Levine

College of Arts and Sciences, '01
Germantown, MD
Human Resources Representative
Emcor Government Services
sherilevine28@yahoo.com, 301-300-9908

Florida/Georgia/North Carolina

Jim Nolan

College of Business Administration, '71
Miami, FL
Executive Vice President and CFO
United Trust Fund
SJIM@UTF.com, 305.666.2208

Illinois/ Michigan/Missouri/ Ohio/Wisconsin

Mike Shepherd

College of Engineering, '80
Naperville, IL
VP - Business Development
B&W Modular Nuclear Energy, LLC
meshepherd@babcock.com, 434-382-9411

Massachusetts

Kathleen Gemmell Travers

College of Arts & Sciences, '88
Norton, MA
Human Resources Consultant
SJIM@UTF.com, 305.666.2208
kagtravers@yahoo.com, 508.285.2838

New Jersey

Richard Levy

College of Business Administration, '67
Montclair, NJ
Vice President
Ruderfer and Associates
rlevy44@comcast.net, 973.744.7176

New York

Leah Burke

College of Arts and Sciences, '04
New York, NY
Community Relations Coordinator
National Basketball Association
leahburke@gmail.com, 914.369.7838

Pennsylvania

Alan Cotich

College of Engineering, '71
Lancaster, PA
Self Employed
Engineer and Management Consultant
hoodflyer@aol.com, 717.371.5413

Northeastern at a Glance

Founded in 1898, Northeastern University is a private research university located in the heart of Boston, Massachusetts and a leader in use-inspired research, urban engagement, and the integration of classroom learning with real-world experience. We integrate rigorous classroom studies with experiential learning opportunities – anchored by the nation’s largest, most innovative cooperative education program, now in its 100th year – to prepare students for a lifetime of achievement.

Population

15,521	Full-time undergraduate enrollment
7,307	Graduate and law school enrollment

Freshman

34,014	Applications for fall 2009 freshman class
2,800	Freshman enrolled for fall 2009

Transfers

2,508	Applications for fall 2009 transfer class
550	Transfers enrolled for fall 2009

Class Profile

Profile of Admitted Students, fall 2009 (middle 50 percentile)

GPA	3.6-4.1
SAT scores	1850-2050
SAT Math	630-710
SAT Verbal	590-680
SAT Writing	600-690
ACT scores	28-31

Faculty and Classroom

Full-time faculty	967
Average # of students per class	26
Student faculty ratio	15:1

Tuition and Fees, 2009-10

Tuition	\$34,950
Fees	\$762
Room and Board	\$11,910

As upperclassmen, tuition fees are subject to the student’s pattern of attendance and the number of co-ops they do. Students do not pay tuition when they are on a co-op.

Admission and Financial Aid

Admission Application

Northeastern only accepts the **Common Application and required Northeastern Supplement** - simultaneous submission is required. Both can be found at www.commonapp.org. A list of required materials is available at www.northeastern.edu/admissions/highschool/materials.html.

Deadlines

Early Action: November 1

Students are notified on-line of admission decision no later than December 31. Types of decisions for Early Action include: admit, deferred to regular applicant pool, or denied admission.

Regular Decision: January 15

Students are notified on-line of admission decision no later than April 1. Types of decisions for Regular Decision include: admitted to fall semester, waitlisted, admitted to spring semester, or denied admission.

Decision notification is conducted on-line via our secure application status check.

Financial Aid

Approximately 80% of freshmen receive some form of financial aid. Packages include federal, state or University grants, scholarships (including merit-based and ROTC), work-study and loans. Visit www.financialaid.neu.edu/home.php for more information.

Required Forms and Deadlines:

FAFSA February 15
CSS Profile February 15

Freshman

<u>Required Applications</u>	<u>Priority Filing Date</u>	<u>Application Codes</u>
A) Free Application for Federal Student Aid (FAFSA)	February 15	002199
B) CSS PROFILE Application	February 15	3667

Transfer

<u>Required Applications and Documents</u>	<u>Priority Filing Date</u>	<u>Application Codes</u>
A) Free Application for Federal Student Aid or Renewal FAFSA (FAFSA)	May 1	002199
B) CSS PROFILE Application	May 1	3667

Campus Resource Information

AAP Contact Information

Bill Purnell '85 BSBA, '96 MS
Associate Director of Admissions and Alumni Admission Program
Northeastern University
360 Huntington Ave
Boston, MA 02115
Phone: 617.373.7606
Fax: 617.373.2764
alumniadmissions@neu.edu
www.northeastern.edu/admissions/alumni

To update your personal information, please visit www.northeastern.edu/admissions/alumni. If you do not have access to the Web, please fax or call with your updated information.

Visit Campus

Northeastern offers a variety of visit options for prospective students. Visiting campus is a great way for prospective students to get a complete sense of what it's like to be a Northeastern student. A complete list of visit options and registration information can be found at www.northeastern.edu/admissions/visitcampus.

Other Campus Resources

Office of Undergraduate Admissions
617.373.2200
admissions@neu.edu
www.northeastern.edu/admissions

Campus Recreation
617.373.4433
www.campusrec.neu.edu/general

Financial Aid
617.373.3190
sfs@neu.edu
www.financialaid.neu.edu

Disabilities Resource Center
617.373.2772
www.northeastern.edu/uhrs

Residential Life
617.373.4019
housing@neu.edu
www.northeastern.edu/reslife

University Health & Counseling Services
617.373.2675
UHCS@neu.edu
www.drc.neu.edu

Athletics
617.373.2672
huskies@gonu.com
www.gonu.com

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