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# **RESPONSIBILITIES OF AN** **AAO VOLUNTEER**

Identifying and Referring Students

Representing Lehigh at College Fairs

Alumni Interviews

Holiday Receptions/Yield Events

Accepted Student Congratulations

Freshmen Sendoffs/Book Scholarship

## **IDENTIFYING AND REFERRING STUDENTS**

One of the most important, and least formal, responsibilities of an AAO volunteer is to find prospective students and refer them to Lehigh. As the “eyes and ears” of the Admissions Office you are in a unique position to identify potential candidates from your community. They might be the sons or daughters of co-workers or family friends. They might be the young women or men that you coached in Little League or taught in Sunday School a few years ago. They might be the students you know whose names were just in the newspaper for making honor roll, for getting a sports award, or for being involved in a community service project. Whatever your source, if you think they would make a positive addition to Lehigh, talk to them about us (and please send us their names and addresses so that we can get in touch with them too).

### Some **Do’s** and **Don’ts** for Identifying and Referring Students:

**DO** Be aware of appropriate opportunities to discuss Lehigh with prospective students or parents, but avoid forcing the issue.

**DO** Remember that for the prospective student you are Lehigh University. So be friendly, professional, positive, and enthusiastic!

**DO** Start early with prospective candidates. Once a student has created a refined list of possible colleges, there is very little likelihood they will develop a new interest.

**DO** Use the freshman class profile as a guide for your involvement with candidates.

**DO** Talk enthusiastically about Lehigh opportunities. Use the third person present tense to explain what Lehigh is like. Do not let personal loyalties or experiences cloud an objective presentation. Make sure you separate your opinion from factual information.

**DO** Read your Lehigh publications regularly (Alumni Bulletin, Lehigh Week, Brown & White); keep your personal Lehigh reference library up to date; meet with the Admissions Office counselor when he/she visits your area.

**DO** Encourage visitation to campus.

**DO** Be aware of NCAA rules when speaking to student athletes. It is best to allow the coaches to contact athletes, although your student referrals are greatly valued.

**DO NOT** Venture to answer questions about which you are uncertain -- offer to get an answer and follow through with that service. Lehigh is a dynamic place, and no one (including professional staff members) can be expected to know everything.

**DO NOT** Volunteer a guess about an admissions decision. Decision-making is the domain of the professional Admissions staff and involves many different criteria.

**DO NOT** Make talent evaluations, (athletic, music, etc.). Offer the Office of Admissions written impressions or recommendations instead.

**DO NOT** Make financial aid evaluations, particularly to candidates, families, etc. Circumstances differ even in cases where salary is the same! !

**DO NOT** Make comparisons between schools as this does not reflect well on Lehigh. Speak of Lehigh's positive opportunities rather than emphasizing your perceptions of another school's negative features. The quality of a Lehigh education will sell itself.

## **COLLEGE FAIRS**

College Fairs are programs organized by individual high schools, groups of high schools, civic organizations and/or educational associations. They are normally held in high school gyms/cafeterias, community colleges, civic centers or shopping malls. They are usually scheduled during weekday evening hours (7:00 - 9:00 p.m. is typical), but are sometimes held during school hours or even on Sundays. While the organizing bodies, location types and times may vary, the purpose is the same, i.e. to provide an opportunity for students and their parents to gather information from a wide variety of colleges and universities.

Depending on the size of the fair, representatives from anywhere between 25 and 300 colleges and universities will arrive early and arrange their school's materials at assigned tables. Students and parents will then go from table to table, briefly talking to the representatives, picking up informational brochures and filling out inquiry cards. The inquiry cards are, of course, critical since they provide us with the means of contacting the students.

Because of the large number of fairs held each year, it is impossible for the Admissions Office staff to attend more than a fraction of those available. This is one of the areas where you, our AAO Volunteers, are so important to the whole recruiting/admissions process.

### **BEFORE THE FAIR:**

1. Invitations to college fairs are mailed to Lehigh's Admissions Office by the sponsoring body anywhere from several months to only a couple of weeks prior to the event. Occasionally, the invitations are sent directly to volunteers (in which case, you should notify us as soon as possible).
2. The Office of Admissions will determine whether or not to attend based on such factors as: Are we likely to see enough students to make participation worthwhile? Do we have trained AAO Volunteers in the area who can attend? Is participation cost justifiable? We then respond to the invitation accordingly.
3. When participation in a fair is scheduled, the Admissions Officer responsible for the area will contact the local AAO Director with information about the fair. The AAO Director may then contact you to find out if you are able to attend. In most cases we will try to have two volunteers for each fair.
4. The AAO Director will notify the Admissions Officer of who will be attending the fair. Upon notification, materials will be sent to either you or the other attending volunteer (materials include: invitational brochures, inquiry cards, a catalog, a list of commonly asked questions and answers, a table covering, pens, and a sampling of other pamphlets and fact sheets).

5. You should review the materials prior to the fair (paying particular attention to the invitational brochure and the list of commonly asked questions and answers).
5. If more than one volunteer is participating in a fair, you should, obviously, be in contact with each other prior to the event.

### **DURING THE FAIR:**

1. Arrive early; be professionally dressed and wear your AAO pin! Upon arrival you will be assigned a table. Set up the area with your table covering, brochures, inquiry cards and pens.
2. Students and/or parents will stop by your table.
  - a. Answer any questions that you can (the list of commonly asked questions and answers, the catalog, and your knowledge of Lehigh should cover 99% of what is needed). If the student has a question you are unable to answer, clearly note the question on the student's inquiry card. Tell the student that you will get in touch with them shortly with the answer.
  - b. Have all of the students who stop by your table fill out an inquiry card. Explain that the Admissions Office will follow through with additional information, including an application at the appropriate time, after the inquiry card is received. While it is preferable that the student give you the completed card, it is OK if they take the card with them to mail in after the fair.
  - c. Give out the invitational brochures and any other relevant pamphlets/fact sheets.
  - d. Maintain a relaxed, friendly atmosphere - do not allow one individual to dominate your time.
3. Collect leftover materials and, most importantly, completed inquiry cards. If the school or sponsoring organization needs materials for their files, be sure that you leave a set.

### **AFTER THE FAIR:**

1. Complete the College Fair evaluation sheet (this helps us determine whether or not to attend the program next year).
2. Go through the inquiry card you collected and see if there were any questions noted. If yes, call the Admissions Office promptly to get the questions answered. Then call the student(s) back and provide them with this information.
3. Send the table banner, evaluation sheet, and the completed inquiry cards to us as soon as you can (the sooner we have the inquiry cards, the sooner we can contact the interested

students).

## **ALUMNI INTERVIEWS**

Visiting Lehigh's campus is one of the most important and helpful steps a potential candidate can make during the college search process. The visit enables a high school student to get his/her questions answered; meet faculty, staff and students; and even experience a taste of campus life. Obviously, such visits are of enormous value to both the student and to Lehigh's recruiting effort. Consequently, the Admissions Office makes a concerted effort to attract candidates to campus (offering information sessions, campus tours, "Day in the Life", open houses, and Candidates Days).

For some students living far from Lehigh's campus, however, a trip to Bethlehem (particularly during the early/mid phases of the search process) is either impractical or too expensive. While the Admissions Office does visit many high schools and, along with AAO Volunteers, attend many college fairs in these outlying areas, more contact with potential students can be very beneficial. This presents another opportunity for some AAO Volunteers to contribute to the recruiting effort, via Alumni Interviews.

### **I. Purpose of the Interview**

Personal interviews are meant to be beneficial for both parties. It is an opportunity for the student to learn more about Lehigh and to share their personal and academic achievements. Since the candidates you interview may not visit the campus, it is absolutely essential that you are a reliable source of current information on Lehigh. It is also important to remember that you may be the only personal contact the candidate makes with Lehigh.

The interview also provides us with valuable insight into the candidate, as there are many things that cannot be readily reflected in an application for admission. An interview should be helpful in determining a candidate's maturity, motivation, and personality in general. Personal interviews are also effective recruiting tools as they serve to personalize the admissions process.

While an interview is not a required part of the admissions process at Lehigh, it can help a student decide to attend Lehigh.

### **II. The Role of the Interviewer**

The role of the interviewer consists of two different components. It is crucial to remember that it is a professional role with professional standards.

First and foremost, the role of the interviewer is a **public role**. In the eyes of the candidate and the candidate's parents, you are Lehigh University. This places a great deal of responsibility on you as the way the candidates and their parents feel about Lehigh may be largely due to you. Because of this, interviews should be representative of the intellectual experience and personal attention associated with Lehigh. Another dimension of the public role is that you serve as a source of **current information** about Lehigh.

The second component of the role of the interviewer is a **liaison**. In this capacity, you help characterize the candidate's personal qualifications and report these qualifications to the Office of Admissions. It is important to remember that your role is to gather information about the student that will not necessarily be reflected on his or her application. Therefore, the interview should delve into the candidate's interests, motivation, concerns, etc. The information you gather should help the student "come to life" for the admissions counselors. Questions have been provided to guide you when interviewing a prospective student.

### **III. Arranging the Interview**

#### ***A. Setting Up the Interview Appointment***

A list of high school seniors from your area who have submitted at least a preliminary application will be given to the AAO Director. The AAO Director will then work with local AAO Volunteers to promptly contact all of these students. Ideally, this contact should be in the form of a letter to the student. The letter would introduce the AAO Program to the students and invite them to interview. A letter is better than a phone call as a letter adds an air of formality and legitimacy to the alumni interviewing process. A sample letter has been provided.

Once the letter has been sent, it becomes the student's responsibility to get in touch with the AAO volunteer so that a mutually convenient time for the interview can be arranged. Because the interview is not required, many It is recommended that you only include your work phone number in the letter of introduction as students may have different perceptions of appropriate times to call.

Alumni Interviews will also be offered to prospective students by request. During the months of November through January, prospective students will be able to request alumni interviews via the Admissions website. As the interview is requested, the AAO Director will contact local AAO volunteers asking to conduct the interview. The student's contact information will then be sent to the alumni interviewer. A contact letter will be sent to the student. It is then the student's responsibility to contact the AAO Volunteer so that an interview time can be arranged.



## **Sample Interview Invitation Letter**

Leigh Lehigh  
1 Packer Avenue  
Bethlehem, PA 18015

November 1, 2003

Dear Leigh,

It has recently come to my attention that you have submitted an application to Lehigh University. Because of your demonstrated interest in Lehigh, I would like to introduce myself and to inform you of another opportunity to learn more about the University.

My name is John Smith and I graduated from Lehigh in 1977 with a degree in Molecular Biology. I have been working in the pharmaceutical industry for many years, and feel greatly indebted to Lehigh for my success. Because I feel so strongly about the quality of a Lehigh education, I am a member of a volunteer organization called the Alumni Admissions Outreach Program. This means that I volunteer my time to inform students of the incredible opportunities available at Lehigh, and to recruit the best students for the University.

Part of my responsibilities as an Alumni Admissions Outreach volunteer is to offer to interview prospective students. Although interviews are not required, they are an excellent opportunity for Lehigh to get to know you better, and for you to get to know Lehigh better! Interviews are relaxed and informative, and time is set aside at the end of the interview for your parents to ask questions. I would be more than happy to meet with you and your parents in the near future. Please feel free to call me at work at 610-555-3111 so that we may set up a mutually convenient time and location.

I wish you continued success for your senior year and look forward to speaking with you soon.

Sincerely,

John Smith, '77

## ***B. Where to Interview***

There are many possible venues for an interview, and it is up to the interviewer and the applicant to decide on a mutually convenient place. The interview can take place in the AAO Volunteer's office or at his or her home, at the applicant's home or school, in the lobby of a hotel, etc. The most important consideration is the student's comfort; the student needs to be relaxed in order to successfully communicate with you.

If there are many students from a particular high school that request interviews, it may be a good idea to set up the interviews at the high school for the same day. A creative approach to interviewing is to make a Saturday Interviewing Day available to students. This would entail all of the applicants from a particular area scheduling appointments with one of a group of alumni who convene in an office or school. This would allow the interviewer to conduct most of their interviews in one day.

## **IV. Conducting the Interview**

### ***A. The Tone of the Interview***

The interview should be relaxed but professional and a wide range of topics should be covered. It is intended to be an exchange of information on behalf of both parties so that it is mutually beneficial. The interviewer will be inquiring into what kind of a person the student is, and the student will be inquiring into what kind of a university Lehigh is. Students feel more comfortable with an objective approach; a hard sell approach will leave the student uneasy and uncertain of the quality of a Lehigh education.

### ***B. The Parents***

Although parents usually accompany the student to the interview, they should not be present during the interview. This is because students oftentimes feel inhibited by their parents. You should be sure to provide a place for the parents to wait while you interview their son or daughter. It is a good idea to furnish the parents with reading material on Lehigh that they can peruse during the interview. At the end of the interview, you should give them a brief overview of the interview and offer to address any of their questions. If the parents insist on remaining with their son or daughter during the interview, gracefully comply with their request and note it in the evaluation.

## **V. The Interview**

Remember that the interview should not only cover the basics (such as academic interests, extracurricular activities, etc.), but it should also elicit information about how the student thinks and reacts, his or her energy, enthusiasm, motivation, and willingness to grow both in and out of the

classroom. This insight cannot be gained as a result of a conversation that simply concentrates on the individual's academic numbers.

### ***A. The Introduction***

Meet and greet the student and anyone who may be accompanying them in a warm and open manner. Remember that first impressions are lasting! Explain that the purpose of the interview is to give the student an opportunity to learn more about Lehigh and for Lehigh to learn more about the student. Tell the parents that you will be chatting with their son or daughter for about 25 to 45 minutes, and that after that time you will be available to answer any questions or concerns they may have.

### ***B. Suggested Interview Format***

While it is important to gather information about the student, it is also important to let the interview flow naturally. Allow the student to do the majority of the talking, but make sure you provide guidance during the interview in the form of appropriate questions. Your principal job is to listen and evaluate in a relaxed interview setting. Be flexible and do not insist on sticking to a particular format. It is best to strive for a happy medium whereby you find out what you would like to know and the student has the freedom to discuss whatever they would like. The interview is a give and take.

**Ask Simple Questions Initially:** This allows the student to settle into the interview and to build confidence in answering questions. Appropriate questions might be: Have you visited Lehigh? How did you first learn of Lehigh?

**Be an Effective Listener:** In order to be an effective listener, you should be concentrating on gathering information for three purposes. The first purpose is to help the student “see” himself or herself at Lehigh. The second purpose to learn about the student and how Lehigh can meet their individual needs. The last purpose is to collect useful information for the admissions committee.

### **Alumni Interview Questions**

*The following questions should guide your conversation with a prospective student. Questions should not be read directly from paper, but should rather be presented as the conversation flows.*

*Student responses need not be documented during the interview.*

*It is recommended that your evaluation be concluded once the interview has ended.*

- What are your hobbies and interests? What do you enjoy outside of school?
- Why are you interested in Lehigh? How did you learn about Lehigh?
- What are you looking for in a college? What are 3 characteristics of the ideal college environment?
- What motivates you?
- In your life to date what accomplishment are you most proud of?
- If you could start high school over again what would you do differently?
- Which 3 words best describe you? How would your best friend describe you?
- Does your school view diversity as an important issue? How do you feel about that?
- If you could accomplish any one goal, what goal would it be? Why?
- What will you contribute to Lehigh?
- Where do you see yourself in 10 years? How will Lehigh help you get there?
- What would you want to Office of Admissions to know about you?
- In one word, how would you describe Lehigh?
- What question should I ask you that I haven't answered already?

**Conclusion:** After the student has had a chance to ask their questions, include the parents. Ask them if they have any questions that you can address for them. Once this is completed, tell the student you enjoyed meeting them and wish them the best of luck for their college search. You may want to offer to be a contact for the student throughout the remainder of the admissions process.

### ***C. Important Points to Remember***

- ◆ Consider all information regarding a student's application for admission or financial aid as strictly confidential. This includes admission and financial aid decisions
- ◆ Students should **always** leave the interview feeling positive about himself/herself and about Lehigh University. The interview evaluation is the only suitable place for your reactions.
- ◆ The interview is only one source of information on the student. Information presented in the interview may or may not be supported in the student's application for admission. One meeting cannot adequately present a student's four year high school career.
- ◆ There are many strong applicants, and we cannot accept all of the students. This means that you will most likely experience some disappointment, as do admissions officers. As stated before, the interview is only one piece in a large, complex puzzle that makes up the student's entire application for admission. It is the job of the professional admissions staff to consider all factors and to make an appropriate decision. There are some factors of which you may not necessarily be aware.
- ◆ Do not venture a guess at an admissions decision even if the student or the parents are insistent. A professional staff member would not venture to make such a guess. You can tell them that last year's successful applicant had A's and B's in challenging courses, the average SAT score was 1350, students were involved in extra-curricular activities with some leadership, had positive recommendations, and submitted a fine piece of writing. **It is important to point out that not every student who seemingly fits the above profile will be accepted.** This is because each application is considered in comparison with other applications. Therefore, there is no telling how compelling a particular application will be until all is said and done and all the applications have been read. If the student or the parents wish to discuss this topic further, tell them you will have an admissions counselor contact them directly (this should be noted on the evaluation sheet).

## **VI. The Student Profile**

The student profile is the only evidence of the time and effort dedicated to the interview. Your student profile should be completed immediately after the interview and should be done in a thoughtful manner. You are asked to comment on the student's high school experience, extra-curricular activities, and overall character. The student profile should be both objective and subjective. The information gathered during the interview will make up the objective points. The subjective part of the profile will convey your overall impression of the student and the interview. As stated before, the most valuable information you can gather during an interview is information that goes beyond the numbers and reveals who the student is as a person.

Your student profile should be honest and should discuss the appropriateness of a candidate for Lehigh. It is important to remember that the interview is only one part of the student's complete application, and that a positive evaluation on your part does not necessarily mean that the student will be accepted. By the same token, a negative evaluation will not dash a student's chances of being admitted. The value of the interview is not determined by how often the interviewer's evaluation agrees with the admissions decision.

There is no established format for your student profile. Please feel free to present your comments in a free form, whether be it in an email or letter. A student profile form is attached for your convenience. At the earliest opportunity, send your completed profile to the Director of the Alumni Admissions Outreach Program.

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Bethlehem, PA 18015  
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## Alumni Interview Student Profile

**Student's Name** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

High	School	Class
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**Year**

**Date of Interview** **Interviewed by**

## Student Profile

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

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## **HOLIDAY RECEPTIONS/YIELD EVENTS**

Each year the Admissions Office and/or Lehigh Clubs invite prospective students and their parents to special programs held near the student's home. The programs are designed to both enhance the student's interest in Lehigh and to introduce these prospects to the local Lehigh community. In addition to the students and their families, local area Lehigh alumni (i.e. AAO volunteers), current undergraduates, faculty and staff are also invited.

The programs are relatively relaxed and informal. The Holiday Receptions will typically take place in January. The Yield Events will occur between April 1 and May 1, after letters of acceptance have been sent. These events are considered to be an important and integral part of the recruiting/admissions process and AAO Volunteer involvement is critical to their success.

### **BEFORE THE PROGRAM:**

1. Based on such factors as historic response, perceived interest and budget, Holiday Receptions/Yield Events are scheduled for various alumni club areas. For the Holiday Receptions, the Admissions Officer responsible for each area locates and arranges for a site, schedules a time and date, orders refreshments, etc. For the Club-hosted Yield Events, the AAO Chair will make the arrangements.
2. Personalized invitations are mailed to prospects. Invitations are also mailed to all AAO Volunteers in the area; and current undergraduates are contacted to urge their participation.
3. The positive RSVP responses are recorded and guest lists are produced.

### **AT THE PROGRAM:**

1. AAO Volunteers and current undergraduates are asked to arrive early for a short briefing session.
2. One or two volunteers will help greet and register the prospects and their parents.
3. A short way into the program, the Admissions Officer or AAO host will make a brief presentation and ask the Lehigh alumni, current undergraduates, faculty, and staff to introduce themselves.
4. All AAO Volunteers, alumni, current students, and attending faculty are asked to mingle with the prospects and their families. Prospective students typically speak with current undergraduates. The parents of these prospects enjoy speaking with alumni, and you fulfill the critical role of informing them of the value of a Lehigh education.

### **AFTER THE PROGRAM:**

1. The completed guest lists are returned to the Admissions Office (either by the attending Admissions Officer or by the AAO host).
2. AAO Volunteers and current undergraduates are encouraged to keep in touch with prospects throughout the remainder of the admissions process.



## **ACCEPTED STUDENT CONGRATULATIONS**

One of the more important requests that the Admissions Office makes of AAO Volunteers is to participate in congratulating the accepted students. During this process, volunteers are asked to make telephone calls and send emails to our accepted students. These calls are made in April, once letters of acceptance have been sent by the Office of Admissions.

The objectives of this process are, of course, to keep in touch with the students, give them a chance to ask any last minute questions, show them a local presence (local alumni make the calls), and expose them to other members of the Lehigh Family. In addition, the students and their families are invited to attend Lehigh Club sponsored accepted student events, as well as Candidates Days for accepted students in April. Each volunteer caller is given an instruction sheet to guide him/her through the process.

### **PROCEDURES:**

- Based on geographic location, AAO Volunteers are matched with several accepted students. Each volunteer involved will be sent the accepted students' contact information.
- Volunteers contact the students via telephone or email. The Volunteers offers congratulations on the student's acceptance to Lehigh and offers to share his or her Lehigh experience. The Volunteer may also offer to act as a mentor as the student engages in the decision-making process. If mutually desirable, the volunteer and accepted student may meet.
- If the student needs any information that the volunteer cannot provide, the volunteer contacts the AAO Director for assistance.
- Lehigh Clubs may have planned accepted student events during the month of April to welcome these newly accepted students. The student would be invited to such an event during the accepted student congratulatory phone call.
- Further contact between the alumni and accepted students is encouraged.

## **Freshman Sendoffs**

The Freshman Sendoff is the final stage of AAO involvement with incoming Lehigh students, although it is the hope that the relationship between students and alumni will continue. During the months of July and August Freshman Sendoffs are held. Regional Lehigh Clubs sponsor the event to welcome local incoming Lehigh freshmen. The event will only be held if 7 incoming freshmen are able to attend. Lehigh Club Board Members, AAO Volunteers, incoming freshmen and their families are invited to attend. The purpose of the event is to introduce Lehigh freshmen to Lehigh alumni, and welcome the new students to the “Lehigh Family”. The event is informal and typically takes place at an alumnus’s home or another casual, outdoor venue.

The “Lehigh Club Book Scholarship” recipient will be awarded during the Freshman Sendoff. A \$500 gift certificate for the Lehigh University Bookstore is awarded to one outstanding student per Freshman Sendoff. Continual contact between the incoming freshmen and Lehigh alumni is encouraged.

### **Book Scholarship Procedure**

- In late March/early April, the Office of Admissions will send each Lehigh Club a list of accepted students from that region. Within that list, five to ten students will be highlighted as potential Lehigh Club Book Scholarship Nominees. These students will have been selected based on their outstanding academic abilities and their leadership qualities.
- The AAO Chair of each Lehigh Club will delegate regional AAO Volunteers to call all regional accepted students and offer congratulations (Accepted Student Congratulations).
- Each regional Lehigh Club will sponsor an “accepted student welcome event” between April 1 and May 1. This event will be held to assist the Office of Admissions in their yield efforts. All accepted students would be invited to attend and meet with local alumni. The event would also be used as a forum to promote the Lehigh Club Book Scholarship.
- Lehigh Club Members will contact accepted students who have been nominated to receive the Lehigh Club Book Scholarship and offer further congratulations.
- After May 1, once offers have been accepted, each Lehigh Club will be notified of the students in that region who chose Lehigh. From that list of matriculated students, the Lehigh Club Book Scholarship Recipient will be selected.
- The Lehigh Club Book Scholarship Recipient will be awarded a \$ 500 gift certificate to the Lehigh Bookstore to offset the cost of first semester book purchases. The award will be given at the Freshman Sendoff.

## **Fast Facts about Lehigh**

*A brief overview of the present-day University.*

**Location:** Bethlehem, Pennsylvania (50 miles north of Philadelphia and 75 miles southwest of New York City)

**Access:** Located near several major highways and the Lehigh Valley International Airport

**Founded:** 1865

**Status:** Co-educational, non-denominational, private

### **Degrees Awarded**

#### **• Bachelor's degrees:**

bachelor of arts  
bachelor of science

#### **• Master's degrees:**

master of arts  
master of business administration  
master of education  
master of engineering  
master of science  
educational specialist

#### **• Doctoral degrees:**

doctor of education  
doctor of philosophy  
doctor of arts

### **Students and Faculty:**

- **Undergraduates:** 4,650, fall 2001; 60% men, 40% women
- **Graduate students:** 1,980, fall 2002; 54.7% men, 45.3% women
- **Professors:** 393 full-time, 457 total
- **Undergraduate student-to-faculty ratio:** 11-to-1
- **Percentage of faculty with Ph.D. or other terminal degree:** 99%

### **Freshman class profile entering fall 2006**

- 42.3% in Arts and Sciences
- 20.7% in Business and Economics
- 32.0% in P.C. Rossin College of Engineering and Applied Science
- 4.7% Interdisciplinary
- Average combined SAT: 1350
- GPA range: B+/A

**Application Figures:**

- 9,060 high school seniors applied for the freshman class entering in fall 2003

**Class of 2002 graduates:**

- Employed by 260 firms including Fortune 500, mid-size and small employers
- 34% enrolled in graduate or professional schools
- 66% employed, in graduate school, in the military, traveling or making other definite plans within six months of graduation

**Academics****Colleges:**

- College of Arts and Sciences
- College of Business and Economics
- P.C. Rossin College of Engineering and Applied Science
- College of Education (offers undergraduates a minor and a five-year program leading to a bachelor's degree from the College of Arts and Sciences, the College of Business and Economics, or the P.C. Rossin College of Engineering and Applied Science, a master's degree in education, and certification as a teacher).

**Courses:** more than 2,000 listed in course catalog

**Undergraduate areas of study:** 77 undergraduate majors offered.

**Two-degree programs:**

- arts-engineering
- 5-year B.A. or B.S./M.Ed. combined degree program
- civil engineering/environmental science
- electrical engineering/engineering physics

**Interdisciplinary programs** open to all students include Integrated Project, Process, and Product Development (IPD), Bioengineering, Computer Science and Business, and Lehigh Earth Observatory (LEO).

**Integrated Business and Engineering** is an honors program designed to prepare leaders of the corporate world for the 21<sup>st</sup> century by providing them with a sound foundation in both management and technology.

**• Health Professions:**

- Accelerated 7-year baccalaureate-M.D. program with MCP-Hahnemann University School of Medicine
- 7-year dental program with University of Pennsylvania
- 7-year optometry program with SUNY State College of Optometry
- Lehigh-Pool Scholars Premedical Education Program

**Global Diversity**

More than 300 Lehigh students from a variety of majors study abroad each year. These students choose from more than 100 programs in 30 countries. Lehigh's campus is just as diverse, each year becoming home to 475 or more international students from 65 countries.

To enhance the experience, the Global Union brings international decision-makers to campus, offers language exchange programs and visits to the United Nations and NATO headquarters, and invites students to participate in international community service projects.

The World View Room features domestic and international cultural and news programs on wide-screen television linked by satellite.

**Tuition:** \$25,980

**Room and board:** \$7,530

**Technology fee:** \$200

(Students can expect to spend approximately \$1,085 a year on books, fees and miscellaneous expenses. Add \$280 for engineering/science fee.)

**Scholarships & Financial Aid:****Undergraduate Financial Aid (2002-2003):**

- **University provided scholarships:** \$34.5 million
- **Total scholarship/grant aid from any source (institutional, federal, state, external):** \$63.4 million
- **Students receiving any aid:** 60 percent
- **Students receiving Lehigh aid:** 52.2 percent

**Academic Merit Awards:**

**Asa Packer Scholarship:** \$15,000 renewable scholarship award for superior academic and leadership achievement. The scholarship is given to top 5 percent of the applicant pool. Not based on financial need.

**Dean's Scholarships:** About 10 percent of the freshman class receive renewable \$10,000 awards for outstanding academic and leadership achievement. Not based on financial need.

**Dexter and Dorothy Baker Scholarships for the Performing Arts:** These renewable scholarships provide annual awards of \$2,500 to students who demonstrate an outstanding talent in instrumental music or theatre. Not based on financial need.

**President's Scholarships:** 12-month tuition scholarships awarded to graduating Lehigh seniors who complete an undergraduate degree and meet GPA requirements. This scholarship can be used for second bachelor's degree or toward master's degree.

**Rodale Program in Online Journalism and Communication:** Qualified students will receive a \$2,500 scholarship (which may be renewed for three additional years); opportunities to intern at

Rodale Press or other prominent media institutions; and one-on-one instruction with Lehigh faculty.

**Lehigh-Pool Scholars Premedical Education Program:** This highly competitive program, open to a limited number of outstanding, strongly motivated students, includes guaranteed, paid summer research opportunities (\$3,000 per summer) between the sophomore-junior and junior-senior years in biomedical settings.

**Air Products Scholars Program:** Freshmen students of color in chemical, mechanical and materials science engineering are eligible for this program, which offers \$5,000 scholarships and mentoring by Air Products and Chemicals employees.

**Computing:**

- More than 400 microcomputers and high performance workstations in 30 plus public computing sites around campus
- High-speed printers, plotters
- Continuous upgrades to computing capacity
- Classroom technology, portable computer projectors
- Services available electronically 24 hours per day
- Seminars, documentation, help desk for students
- Wireless laptops for short-term loan

**Libraries:**

- Two libraries (Linderman and Fairchild-Martindale)
- More than 1 million library volumes
- 5,000 serial print subscriptions
- 645,000 government documents
- 1.7 million library microforms
- 5,000 videos
- 24,000 rare books
- Convenient access to 90 electronic databases
- 2,700 full-text electronic journal, newsletters
- Services available electronically 24 hours per day
- Seminars, help desk for students

**Multimedia:**

- World View Room features domestic and international cultural and news programs on wide-screen television down-linked via satellite
- Media Production Center (Linderman Library) for preparing materials for presentations, digital cameras, color laser printers, scanners, video editors, studios
- Media Production Center (Fairchild) for basic production services, extended hours
- International Multimedia Resource Center
- Media Center (Fairchild-Martindale Library) has student self-service basic media production software and equipment (scanners, color printers, presentation and desktop publishing software)

**Networking and Communications:**

- Student residence rooms equipped with digital telephone system, voice mail
- Student residence rooms connected to high-speed backbone
- Continuous upgrades to networking capacity
- High-speed connection to World Wide Web

**CAMPUS RESOURCES:****Career Services:**

Career Services helps all students with career planning, teaches effective job search strategies and facilitates networking between students, alumni and employers. Individual counseling and assessment assists students to identify interests, abilities, skills and work values.

Career library holds information on career fields and graduate and professional schools; employer directories; market trends and salary information and employer files.

Also:

Health and law pre-professional advising is available.

Alumni serve as career advisers through LUCAN (Lehigh Career Advising Network).

Full-time, part-time and summer jobs are posted on Career Services' Web site,

[www.career.lehigh.edu/](http://www.career.lehigh.edu/) Students must register to use this service, which allows them to search jobs by major, employer and location.

On-campus interviews for full-time jobs, internships and co-ops are scheduled with approximately 400 organizations each year.

**Academic Assistance:**

The Center for Writing, Math & Study Skills offers free tutoring in writing, mathematics and study skills.

EXCEL provides counseling, tutoring and career mentoring for students of color.

Office of International Education supports international students and scholars in cultural, academic and immigration matters.

The Dean of Students Office provides peer tutoring in most freshman- and sophomore-level courses, an absence-reporting system, academic monitoring programs, academic petitions for special exceptions, academic support services for students with disabilities and consultation on academic concerns.

**Health and Well-Being:**

Health and Wellness Center treats most illnesses and injuries and provides health education outreach to students.

Counseling and Psychological Services provides group and individual assistance to students with psychological, interpersonal and individual problems.

Fitness Center has exercise equipment, aerobics classes, and pool.

**Lifestyles****Campus:**

- 1,600 acres on 3 contiguous campuses
- Main academic campus on the wooded northern slope of South Mountain
- More than 135 buildings with 3.6 million-plus square feet of classroom, laboratory, office and

living space

- 180 acres of playing fields
- Half of campus preserved as open space

### **Residence Halls and Residential Colleges:**

Student housing is guaranteed at Lehigh through the sophomore year. Most residence halls are doubles, with a limited number of singles and triples. Apartment-style and suite-style living also is available. Special living opportunities include Taylor College (which offers interaction with a faculty resident), the ROTC Service House, substance-free housing and the Umoja House (African-American and Hispanic student living). All residence hall rooms are equipped with telephone, cable and direct Internet access.

### **The Greek System:**

Lehigh offers a unique learning environment centered on scholarship, leadership and service. There are 23 fraternities and 9 sororities, of which 40 percent of the men and 40 percent of the women affiliate, respectively.

### **Athletics:**

#### **24 Division I intercollegiate sports for men and women:**

##### **• Men's sports:**

Baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming, tennis, track (indoor and outdoor), wrestling

##### **• Women's sports:**

Basketball, cross country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis, track (indoor and outdoor), volleyball

##### **• Athletic Facilities:**

16,000-seat Goodman Stadium; 5,600-capacity Stabler Arena; fully-equipped Welch Fitness Center in Taylor Gym; Deming Lewis Tennis Center, Rauch Field House; Ulrich Field, a lighted dual field complex with natural grass and an artificial turf.

• Founding member of the Patriot League, which includes American, Army, Bucknell, Colgate, Holy Cross, Lafayette, Lehigh and Navy as all-sports members.

• 40+ intramural and club sports

• 80% of undergraduates take part in intramural sports.

### **Activities:**

130-plus student organizations and clubs in politics and student government, music and drama, newspaper and radio station, volunteerism, religion, sports and special academic interests.

### **Publications and radio:**

**Brown and White** (twice-weekly newspaper), *Epitome* (yearbook), *Amaranth* (literary magazine), *Vox* (architecture), *Lehigh Review* (liberal arts journal), *Perspectives on Business and Economics* (undergraduate business journal), *Outposts* (gender issues), WLVR-FM

### **Music, theatre, visual arts:**

LU Philharmonic, Wind Ensemble, Symphonic Band, Varsity Band, LU Choir, Choral Union,



Lehigh University Very Modern Ensemble (LUVME), Jazz Ensemble, Jazz Band, Jazz Combo, Marching 97 Band, Pep Band, Chamber Ensembles, Genesis (Gospel Choir), Overtones (a capella), Opera and Musical Theatre, Mustard and Cheese Drama Society, Lab Theatre, Dancin', Lehigh University Art Collection and Galleries.

**Religion:**

Hillel Society, Islamic Association, Lehigh Christian Fellowship, Lutheran Student Association, Muslim Students Association, Navigators, Newman Association

**Governance and coordinating councils:**

Student Senate, Residence Hall Association, Interfraternity Council, Panhellenic Council, University Productions, Gryphon Society, Association of Student Alumni (ASA)

**Other activities:**

Environmental and political interest clubs, foreign language and cultural societies, service organizations, military groups, course-related societies, engineering and science societies, honorary societies, academic honor societies, special interest organizations, women's organizations, and organizations for students of color.

## **Frequently Asked Questions**

*Below you will find a list of prospective students' most commonly asked questions. Please become familiar with these questions and their answers. Also, please remember that this information is subject to change. Stay up to date with Lehigh University by visiting the website [www.lehigh.edu](http://www.lehigh.edu) often.*

### **Lehigh University**

#### **Does Lehigh offer study abroad?**

Lehigh offers more than 50 approved semester/year study abroad programs in more than 30 countries; exchange programs in seven countries and winter and summer faculty-led programs in 10 countries.

#### **How flexible is the curriculum?**

Lehigh undergraduates are able to expand their skills or explore new areas of scholarship they find exciting by enrolling in classes in any of three undergraduate colleges – arts and sciences, business, and engineering – as well as in the graduate-level College of Education.

#### **Can I change colleges?**

Yes! Boundaries between colleges are fluid. Students must be in good academic standing (not on academic probation) to change colleges. You should seek guidance from your advisor.

#### **Can I change majors?**

Yes! Sampling program allows students to take courses in other colleges even to the extent of a minor. Students in Arts and Science and Business usually declare majors after two years. Engineering declares a major after one year, but because of overlapping, courses may change after the sophomore year.

#### **How much does it cost to attend Lehigh?**

The typical costs of attendance for the 2002-2003 academic year include the following: Tuition - \$26,000, freshman housing with room and board - \$7,000, personal expenses - \$2,000..

#### **How safe is your school?**

Lehigh has taken many steps to make the campus as safe as possible. Lehigh police officers patrol the campus in vehicles and on foot, and on bicycles. Lehigh also offers walking escorts and a van service. All residence halls are locked 24 hours a day, and students use special card-keys to enter all halls.

#### **Is an interview required?**

An interview is not required, but a campus visit is strongly encouraged. For more information, call the Office of Admissions at (610) 758-3000. In certain regions an Alumni Interview is available.

Contact the AAO Director at [lehighaao@lehigh.edu](mailto:lehighaao@lehigh.edu) or (610) 758-3105 for more details.

**What are the admissions requirements?**

Generally, students must submit a transcript with their grades and courses of study, recommendations from a guidance counselor and a teacher, SAT (or ACT), a list of extracurricular activities, and an personal statement. (As of September 2001, SAT II's are recommended, not required. They may be taken in any area.)

**What is the average class size?**

The average class size is about 25 to 30 students.

**What is the faculty-student relationship like at the undergraduate level?**

Lehigh undergraduates enjoy a close working relationship with their professors. The student/faculty ratio is 11 to 1. Faculty members are committed to teaching, and many frequently work on research projects with their undergraduates.

**What is the social life like?**

Lehigh offers more than 130 student organizations and clubs in politics and student government, music and dramatics, a newspaper and a radio station, volunteer activities, religion, sports and intramurals, among many other interests. Forty percent of men and forty percent of women join one of 23 fraternities or 9 sororities on campus. Substance-free housing also is available

**Are the fraternities and sororities big?**

Lehigh offers a unique learning environment centered on scholarship, leadership and service. There are 23 fraternities and 9 sororities, of which forty percent of the men and forty percent of the women affiliate, respectively. Students can have a great social life whether they are in a Greek organization or not.

**What special requirements exist for international students interested in Lehigh?**

Lehigh's international community includes more than 900 people from 65 nations – approximately 550 students, 200 faculty and research scholars, and 200 family members.

**What types of academic services does Lehigh offer to undergraduates?**

Lehigh offers career counseling; tutoring in writing, math and study skills; peer tutoring, and support for international students

**What types of internships or co-op experiences are available?**

Interns receive firsthand experience and knowledge in a particular field, usually for academic credit. Students perform internships in a wide range of settings – chiefly off campus. Top engineering students can enter a cooperative education program that provides 8 months of work experience – while still allowing them to graduate in 4 years. All co-op students receive a paycheck; many receive a job offer.

**When is the application deadline?**

You must apply for early decision by Nov. 15. The regular admission deadline is January 1.

**Where is Lehigh located?**

Lehigh's beautiful hillside campus in Bethlehem, Pa., is less than 2 hours from New York City, Philadelphia, the Pocono Mountains, and the New Jersey shore. Settled in 1741, Bethlehem is Pennsylvania's fourth-largest metropolitan area and is a major tourist attraction featuring restored colonial buildings, quaint shops and special events. The Lehigh Valley International Airport is about 10 minutes from campus.

**Is your business program accredited by the American Association of Collegiate Schools of Business (AACSB)?**

Yes. Lehigh is triple accredited - the highest accreditation possible.

**What Athletic Division are Lehigh University teams in?**

Division 1AA Football. Division 1 in all other sports. Lehigh competes in the Patriot League. Academics are first priority.

**How can I contact the ----- coach?**

Write to: ----- Coach  
Lehigh University  
Athletic Department  
641 Taylor Street/Taylor Gym  
Bethlehem, PA 18015

You can also call at (610) 758-4300.

**Financial Aid**

**Is financial aid available?**

Fifty-three percent of Lehigh undergraduates receive university-funded aid; 60% of students receive aid from some source. Lehigh also offers a number of merit aid scholarships, which are not based on need.

**How do I apply for Financial Aid?**

Lehigh uses the PROFILE and the FAFSA. Students get the PROFILE and FAFSA at their school. The PROFILE should be available in late September, the FAFSA in early December. The PROFILE must be filed **no later than** February 15, the FAFSA can be filed as late as April 15.

**Financial Aid deadlines are extremely important. Be sure to follow them.** All students will know their aid status before being asked to commit to Lehigh. Any further questions, please call the Financial Aid Office at (610) 758-3181.

**How Much Debt Do Students Incur?**

Graduates in June 2001 had an average debt of \$16,720, requiring an average monthly payment of \$208. The average 2001 starting salary for a Lehigh graduate was \$44,399. Equally important, the loan default rate for past Lehigh borrowers is less than 3%, substantially below the national average for four year colleges and universities

**Study abroad - how does that affect my aid?**

If you will be participating in one of Lehigh's programs, which means you will continue to pay your tuition bill to Lehigh, we would treat your semester/year abroad as if you were still on campus. The one difference is that you obviously could not participate in work-study, so that means a larger loan in place of the work-study earnings. Otherwise, there is little difference. Let us know as early as possible of your intentions. If you are planning to participate in a program that does not come under the supervision of the university, you might not be eligible for financial aid. If this is the case, you need to talk with Financial Aid. You also need to be concerned as to whether or not academic credits, taken abroad, will be accepted by Lehigh

**Housing****What can you tell me about on-campus housing?**

On-campus housing is guaranteed through the sophomore year. Newly admitted transfer students are also guaranteed housing their first year. Students with common interests can reside in residences such as ROTC House and the Umoja House (for African American and Hispanic students). Substance-free housing also is available

**Am I allowed to have pets in my room/apartment?**

No animals, however, non-predatory fish in properly maintained aquariums of 10 gallons or less (aquariums must have noise-free compressors for the filters) are allowed in the residence halls.

**Are all on-campus students required to be on a meal plan?**

All freshman students are required to be on a 19, 14 or 12 meals per week plan. Upperclass students residing in Trembley Park, Sayre Park and Campus Square apartments are not required to be on a meal plan. All other on-campus upperclass students are required to be on at least an 8 meals per week plan.

**Are students guaranteed housing on campus?**

Lehigh freshmen and sophomores are guaranteed housing on-campus. All upperclassmen (sophomores, juniors and seniors) wishing to reside in residence hall housing will participate in a lottery for apartment, suite and traditional residential spaces. If on campus housing is a priority, there is typically no problem securing housing as a junior or senior.

**Are the residence halls/apartments open over Pacing Break? Thanksgiving? Semester Break? Spring Break?**

The residence halls are open over Pacing Break and Thanksgiving Break. They close for Semester Break and Spring Break. Students who reside in Brodhead, Trembley Park, Sayre Park and Campus Square may remain in their room during these times for an additional cost. Other residence hall students who require housing because they are unable to leave campus will be provided with temporary housing accommodations in either an on-campus guest housing facility or a nearby hotel at a cost of \$15 per night.

**Can I build a loft?**

The construction of lofts is left to the discretion of the Office of Residential Services. If lofts are permitted, they must comply with specifications established by the Office of Residential Services. These specifications prohibit the removal of any University furnishings or affixing lofts to walls, furnishings, or ceilings. Loft guidelines/approval forms are available at the Office of Residential Services (Lower Level, Rathbone Hall; 610-758-3500).

**Can I change my meal plan?**

Meal plans may be changed within the requirements of the living area up to the 10th day of class of each semester at the Bursar's Office with charges assessed per an established pro-rated schedule. Changes outside of the required meal plan or after the 10th day of class for reasons such as medical condition must petition and receive approval from The Office of Residential Services. If such changes are approved, cost adjustments will be processed on a pro-rated basis as of the week following the last meal purchase.

**Can I move in early?**

Yes, if necessary. The Office of Residential Services recognizes that specific individuals may need to be permitted to occupy their residence hall rooms earlier than the scheduled check-in. You will receive a Residential Living booklet with your room assignment packet. The Residential Living booklet contains an Early Arrival Request Form, which must be completed and returned to the Office of Residential Services by the beginning of August.

**How are freshmen roommates matched?**

Once it is determined which building the student will be assigned in, the students are then matched according to the information they provide. Therefore, it is important that you complete all requested information to enable us to make the best match possible. If students mutually request to be together, they will be assigned together. Single rooms and will be assigned by request. Hobbies and interests are compared for possible similarities with other students.

**If I am an incoming freshman, will I get an upperclass roommate if I request mixed, upperclass and freshmen?**

The mixed sections have upperclass or freshmen rooms staggered throughout the hall. All

freshmen are normally assigned with a fellow freshman roommate.

**May I have a refrigerator in my room?**

Personal refrigerators may be brought, but are not to exceed 3.5 cubic feet. MicroFridges are available for rental from Campus Specialties. Information will be included in the arrival package. A subscription form will be sent from the company over the summer. You can visit them on the web at <http://www.campusspec.com>.

**What residence hall do you recommend?**

This must strictly be an individual decision. We are unable to recommend any specific building or lifestyle because we are unfamiliar with the particular interests of the individual student. We can only offer information as to which buildings have smaller or larger group interaction, the facilities provided in the building, or the location of the different buildings. A residence hall will take on the personality of the students who live there for any given year. Therefore, a building cannot be classified in any particular manner.

**What furniture will be in my room when I arrive and what do I need to bring for the room?**

Each room has all of the basic furniture for each student. A bed, mattress, desk, desk chair, closet or wardrobe, and dresser are provided. There is a ceiling light and either draperies or mini blinds. Due to the varying sizes of rooms and types of furniture, we are unable to give you information on bringing a carpet or additional furniture. This will have to be checked upon arrival. The information you will be sent in July will include more suggestions on what you may want to bring.

**What if the room assignment I receive is not my choice? Can it be changed?**

Although we understand that you might be disappointed if you do not receive your request, no room changes will be done prior to arrival. Students are asked to give their assignment a 10-day trial period. If the student is unhappy after that time, everything possible will be done to try to relocate him/her. Room change requests should be directed to your Residence Life Coordinator. Past experience has shown that as the student becomes part of the camaraderie of the building, he/she usually no longer wishes to change.

**What items are not permitted due to fire safety regulations?**

Prohibited items include: halogen lamps, candles of any kind (including decorative), incense, automatic drip coffee makers, percolators, all cooking appliances such as hot plates, microwave ovens, toasters, toaster ovens, heating or immersion coils, electric fry pans, broilers, grills/griddles, portable heating units of any kind, electric blankets, sun lamps.

**What is Taylor College, and how do I apply for this housing option?**

Taylor College is a "residential college" that houses students from freshmen to seniors. Its purpose is to provide a stimulating environment where students are actively involved in determining the goals of the college. A Faculty Master resides in Taylor College and 50 faculty fellows are very involved in the day-to-day activities. If you are interested in this option, please indicate it and a special application will be sent to you. The Taylor Selection Committee will make decisions about your eligibility based upon leadership skills, community service involvement, etc.

**What should I do if I need special housing consideration due to a medical condition?**

A statement from the physician who is providing your treatment that describes your medical condition and what housing placement is required as part of the treatment is required. This statement should be submitted to Residential Services prior to the end of May so that every consideration can be given during the room assignment process. After assignments are completed, every effort would be made to meet your need, however, it may not be possible. This includes use of an air conditioner in your residence hall room as treatment for a medical condition. Not all residence hall room windows can accommodate an air conditioner so it would be important for us to be aware of this need so you can be assigned accordingly

**What should I do if I want to forward some personal belongings to campus?**

Personal belongings should be shipped after the student arrives on campus and should be addressed directly to a University box number where you will receive all mail being sent to you. This box number will be included in the arrival information sent to you in July. The University post office in the Ulrich Center will sign for the package and leave a pink slip in your mail box letting you know they are holding a package for you

**What size sheets should I bring?**

All mattresses are 36" wide and 80" long and take extra long twin sheets.

**When will I receive my freshmen assignment and roommate information?**

Room assignment, roommate name(s) and address(es), and arrival information will be forwarded in early July. The assignment and roommate information will not be available before that time as we are matching roommates and making the best possible assignments.

**Whom do I contact about telephone and network (WIRED) services?**

The Lehigh Office of Library and Technology Services is located in Linderman Library and can be contacted via phone or e-mail for telephone or network questions and/or problems: Long distance services (758-5005) <http://www.lehigh.edu/~intel/bilmain.html> Voice mail services (758-5300) <http://www.lehigh.edu/~intel/vmmain.html> Network (WIRED) services (758-2666) <http://lehigh.edu/wired> General help (758-4357) <http://lehigh.edu/helpdesk>



## **Office of Admissions Contact Information**

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