

Admissions Volunteer Network (AVN)

HANDBOOK



HOBART AND WILLIAM SMITH
COLLEGES

WORLDS OF EXPERIENCE. LIVES OF CONSEQUENCE.

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HOBART AND WILLIAM SMITH COLLEGES

Welcome

Thank you for volunteering your time as a member the Admissions Volunteer Network. One of the most valuable contributions alumni, alumnae and parents can make to the Colleges is to assist in recruitment of new and talented students.



(l-r) Jared, Kathy and Jessica

The information in this handbook is designed to support you as you interact with prospective students, their families, guidance counselors and the general public. Please take some time to review and become familiar with the material in this handbook before participating in admissions activities and refer back to it to help answer questions. We encourage you to browse the Colleges' website and to read the Daily Update (hws.edu/dailyupdate) whenever you can; it is critical that you possess knowledge of today's HWS and represent the Colleges accurately.

We truly appreciate your time, ideas, energy and enthusiasm for Hobart and William Smith. Your unique perspective has such a powerful impact on our applicant pool and on students who ultimately enroll. Whether you are a seasoned AVN member or a new volunteer, we thank you for your help.

Best wishes,

Jessica Evangelista '05
*Admissions Volunteer
Network Coordinator*

Jared Weeden '91
*Director of Alumni
Relations*

Kathy Killius Regan '82, P'13,
Director of Alumnae Relations

Important

CONTACTS

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Admissions Volunteer Network

hws.edu/alumni/volunteers/avn.aspx

HWS Mission

To understand what it is we expect of members of the Admissions Volunteer Network, it is helpful to review the mission of the Colleges:

Hobart and William Smith Colleges are a student-centered learning environment, globally focused, grounded in the values of equity and service, developing citizens who will lead in the 21st century.

The Colleges' commitment to these principles was solidified in 1999 when they appointed the then director of the Peace Corps as president of Hobart and William Smith. President Mark D. Gearan has since reinforced the Colleges' commitment to global understanding and study abroad opportunities, community service, and service learning, with the goal of providing these elements through contemporary facilities and state-of-the-art technology.

In maintaining this environment, the Colleges create opportunities to engage faculty and students with other languages and diverse cultures. The majority of students participate in a study-abroad experience during their four years here. These experiences enhance what takes place on campus in the academic and social lives of students and it also allows the community to delve into the broader intellectual world. The academic program at Hobart and William Smith Colleges keeps this highly interactive environment alive. The academic program is set apart from peer institutions in terms of excellence and opportunity.

Education takes place not only inside well-taught classes, but also in off-campus programs and service projects. The Colleges view civic responsibility, community engagement, and international education as integral components of a liberal arts education. This rigorous academic program challenges students' minds while expanding their horizons to new worlds.

Admissions Volunteer Network

OVERVIEW

For more than five decades, Hobart and William Smith alumni, alumnae and parents worldwide have supported the Office of Admissions' recruitment programs through volunteer activity in their local area. Admissions Volunteers attend college fairs and receptions, conduct interviews and contact students who have an interest in the Colleges.

This personal interaction between Admissions Volunteers and prospective students provides an extension of the efforts of the Admissions Office as we work each year to enroll an exceptional class. As an Admissions Volunteer, you are the face and voice of HWS in your community. By sharing your experiences with prospective students and families, you help shape the future of the Colleges.

Volunteer Code of Conduct and Expectations

Admissions Volunteers are viewed as an extension of the Hobart and William Smith Office of Admissions. By becoming an active member of the Admissions Volunteer Network, you accept the responsibilities that come with it, understanding the significant impact you have on prospective students and their families. We depend on you to:

- Maintain confidentiality
- Provide accurate and factual information about HWS
- Attend a training session
- Avoid making assessments, guarantees or promises regarding student admissibility, financial aid, housing and other aspects of the HWS experience
- Be professional, courteous and helpful
- Communicate any time constraints or extended travel away from the area
- Complete your assigned duties in a timely manner

Admissions Glossary

Award Letter – A document issued to a student financial aid recipient that indicates the type, amount and disbursement dates of the funds awarded for various financial aid programs.

Candidates' Reply Date – The day by which students accepted for admission are expected to respond to the offer of admission by mailing in their Matriculation Fee. Unless the student applied early decision, the Candidates' Reply Date will be May 1.

CSS Profile (College Scholarship Service Profile) – Created by College Board to assist colleges and universities in measuring a family's financial situation, the program analyzes a family's ability to contribute to college cost. Students applying for financial aid must submit both the CSS Profile and FAFSA. Online registration begins October 1.

ED I /ED II (Early Decision I/Early Decision II) – An admissions option for those students who have selected HWS as their first choice. Applications for ED I must be submitted by November 15. The due date for ED II is January 1.

FAFSA (Free Application for Federal Student Aid) – A form to determine eligibility for student financial aid. Students applying for financial aid must submit both the CSS Profile and the FAFSA. Online filing begins January 1 with a filing deadline of February 15. The HWS Federal Student code is 002731.

Federal Work Study (FWS) – A government-funded source of income offered as part of financial aid packages. Students are paid at an hourly rate (currently begins at \$7.25) and receive paychecks every two weeks. Work study allocations range from \$300 - \$2,000 per year. HWS offer special programs where students work and serve the community at the same time including America Reads and America Counts.

Financial Need – In order for institutions to identify financial resources (federal, state and their own) available to assist families in affording college, the definition of "financial need" has been established as Cost of Attendance (COA) minus Expected Family Contribution (EFC).

DID YOU KNOW?

HWS ranks in the top 15 nationally among liberal arts colleges for the percentage of students participating in off-campus study.

High School Profile – A form created by each high school that provides HWS with information about the student body at a specific high school.

Matriculation Fee – A fee that must be paid by accepted students to secure their place at HWS (due May 1 for regular decision candidates).

Merit-Based Financial Aid – Financial aid that is awarded based on either academic or extracurricular merit.

Need-Based Financial Aid – Financial aid that is awarded based on demonstrated financial need as determined by the CSS Profile and FAFSA application.

Regular Decision – First year applications for admission to HWS are due by February 1 (postmark date) and will receive notification by April 1st.

Retention Rate – The percentage of students who return to a college or university for their sophomore year. HWS has a retention rate of approximately 89%.

Room & Board – Combined housing and dining plan costs.

The Common Application – A universal application that students may submit, both online and in print, to any of 415 member institutions, including HWS.

Test Optional – A policy that allows applicants to choose whether to submit their standardized test scores (SAT or ACT) for the admissions evaluation process. Hobart and William Smith introduced this policy in 2006, although standardized test scores are required if a student applies for some scholarship awards, including Trustee and Blackwell Scholarships. More information can be found at hws.edu.

Transcript – Official record of high school and/or college courses and grades.

Yield – The percentage of those admitted students who enroll at HWS.

Admissions Volunteer Network Calendar

September-November

Admissions counselors are on the road for between four and six weeks each fall, meeting with prospective students and their families. Much of our time is spent visiting high schools, attending college fairs, interviewing students and hosting regional receptions.

During this time, Admissions Volunteers are needed to attend college fairs, conduct personal interviews, attend regional receptions and contact students who have an interest in the Colleges.

Important Dates

October 1

- CSS/Financial Aid Profile online registration begins

November 15

- Early Decision I applications due *(If applying for the Trustee, Arts or Blackwell scholarship programs, those applications should be submitted by Nov. 15, as well)*

December-March

Hobart and William Smith Admissions staff members spend the winter reviewing thousands of applications, as well as conducting on- and off- campus interviews.

Admissions Volunteers are needed to conduct off campus interviews at this time, in addition to contacting and encouraging those students who have expressed an interest in the Colleges to submit an application for acceptance.

Important Dates

December 1

- CSS/Financial Aid Profile for Early Decision I applicants due

December 15

- Notification of admission decision mailed to Early Decision I applicants
- Notification of financial aid award mailed to Early Decision I admitted students

January 1

- Early Decision I enrollment deadline
- Early Decision II applications due
- CSS/Financial Aid Profile for Early Decision II applicants due
- Free Application for Federal Student Aid (FAFSA) online filing begins

- Applications due for Arts Scholars program, Blackwell Medical Scholars programs, and Trustee Scholarship

February 1

- Regular Decision applications due
- Notification of admission decision mailed to Early Decision II applicants
- Notification of financial aid award mailed to Early Decision II admitted students

February 15

- Early Decision II enrollment deadline
- Filing deadline for Free Application for Federal Student Aid (FAFSA)
- Filing deadline for CSS/Financial Aid Profile

April-May

Regular decision applicants will receive their admission decision by April 1. Students have until May 1 to decide if they will attend HWS. Throughout these spring months, the Admissions Office hosts a variety of events both on and off campus designed to give accepted students and their families an in-depth look at HWS.

Throughout the spring months, Admissions Volunteers are needed to contact, congratulate and encourage admitted students to enroll. Volunteers share their HWS experience and answer questions students and families have about HWS.

Important Dates

April 1

- Notification of admission decision received by Regular Decision applicants
- Notification of financial aid award received by Regular Decision admitted students

May 1

- Regular Decision enrollment deadline

June-August

The Admissions Office receives many visitors during the summer months. Our time is spent conducting interviews, information sessions and tours. As the cycle begins anew, we use the summer months to plan for fall travel.

Summer is a quiet time for Admissions Volunteers, although there are opportunities to attend regional summer events for enrolled students and other regional receptions.

Volunteer

OPPORTUNITIES

Your unique perspective as an alum or parent has such a powerful impact on our applicant pool and on students who ultimately enroll. As a volunteer, you may be asked to attend college fairs and receptions, conduct off-campus interviews or contact students who have an interest in the Colleges.

College Fairs

College fairs (also called college nights), held at area high schools, provide the opportunity for students to gather information about many different institutions at one time. As a college fair volunteer, you will represent HWS to prospective students and their families.

College fairs occur in the fall (September through November) and in the spring (March through May). Generally, college fairs in the spring serve prospective students who have just begun to inquire about the college search process (sophomores/juniors) while college nights in fall serve both early inquiries and students who are in their senior year.

Volunteer Expectations

Prior to fall and spring college night activity, a complete list of college night programs by area is available online. We encourage you to visit our website and sign up for a program in your area. Once you've signed up, the Admissions Office will send you fair information, directions, a name tag and other materials, including:

- Banner (display on the table)
- Introductory Brochures
- Inquiry Cards (invite students to fill out at table)
- Financial Aid Brochures
- Any seasonal HWS Brochures (young alum profiles, lists of internships, upcoming campus events, etc.)
- Pens
- Business Cards (students should contact their HWS Regional Admissions Counselor for more specific information or if they have questions you are unable to answer)

Inquiry Cards are perhaps the most important item on your table. These enable us to capture important information about a prospective student—their academic and extra-curricular interests, as well as their contact information. Please encourage everyone who stops by the table to complete the card. The student will be added

to our mailing list and will start receiving material relevant to his or her interests as well as invitations to HWS events and information about applying.

Please review all of the materials to familiarize yourself with the information. When you arrive at the fair, arrange the materials neatly on the table, prominently displaying the inquiry cards.

Before a Fair

Prior to a fair, we encourage you to visit the *Daily Update* (hws.edu/dailyupdate) to learn about what's currently happening on campus and within our campus community. Remember to bring a copy of the Volunteer Handbook for reference and arrive at least 30 minutes before the start of the program to allow time for set-up. If for any reason you are unable to attend the fair, call the Office of Admissions at (800) 852-2256 as soon as possible. This will give us an opportunity to find a replacement or notify the host school that HWS will not be represented. When a representative fails to attend a fair without notice, this reflects poorly on the Colleges and damages our reputation with the host school and prospective students in attendance.

During a Fair

Students, parents and guidance counselors will stop by your table to gather information and ask questions. Be sure to introduce yourself as an alumnus, alumna or parent and positively communicate your passion for HWS through your knowledge of the institution. Invite each student to fill out an Inquiry Card and hand them the introductory brochure. The brochure was designed for the college fair audience; it contains basic information about the Colleges and should provide a solid introduction to HWS.

Answer as many questions as you can by drawing on your unique experiences and training materials. If you don't know an answer, that's okay. Give the student the business card of the HWS Regional Admissions Counselor or refer any questions you are unable to answer to the Admissions Office. Please encourage students and families to visit campus or attend one of our Open House programs.

DID YOU KNOW?

Hobart and William Smith is the first institute of higher education in New York to utilize wind power as an alternative energy source.

After a Fair

At the completion of a fair, please return the Inquiry Cards as well as the college fair evaluation to us ASAP. You may also visit our website to complete the evaluation form online. Your feedback is critical in helping us assess if HWS should be represented at the fair in the future and if you had enough materials to support the program.

If you felt that any of the students you met were strong prospects for HWS, follow up with an e-mail, note or personal phone call to encourage their interest. Personalized communication is what sets us apart from other colleges.

College Fair Tips

1. Arrive 20-30 minutes prior to the start of the fair and stay until the stated end time.
2. Check-in at the registration desk or with the fair host upon your arrival. They will show you to your booth.
3. Dress professionally, and wear the name tag provided to you by HWS.
4. Stay behind the table. College fair policies do not allow representatives to stand in front of the table to speak to students.
5. Do not obstruct the view of adjacent booths.
6. Promotional materials (pens, pencils, buttons, bags, pennants, food items) may not be distributed to attendees or placed in restrooms, lobbies or any other public areas in the facility. Only the provided printed materials may be handed out.
7. Be courteous to other exhibitors and fair attendees; never disparage another school.
8. Keep the aisles clear of boxes and materials.
9. Invite each student to fill out an inquiry card and leave it with you.
10. Use the Volunteer Handbook, FAQ's and other training materials to answer common questions.
11. If you cannot answer a question, give the student the HWS Regional Counselor's business card and encourage the student/family to be in touch with that member of the admissions staff.

Off-Campus Interviews

While not required, the Admissions Office strongly recommends that students applying for admission schedule a personal interview. A personal interview is an opportunity for prospective students to discuss academic curiosity, personal strengths and goals for the future while learning more about the HWS experience. As an Admissions Volunteer, you share your unique perspective while gaining valuable insight about prospective students. Interviews are offered to high school seniors beginning the summer before their senior year and ending on February 1, our application deadline. Students applying for the Trustee Scholarship are required to have an interview.

Volunteer Expectations

Interviewing opportunities take place in early September through February of every admissions cycle. Interviews typically last 25-30 minutes and may occur at a local coffee shop, library or other public location.

The Admissions Office will contact you when a request for an interview in your area has been made. If you are able to conduct the interview, we will send you a profile of the student along with his or her contact information and ask that you follow up within 48 hours.

As you know, at HWS we pride ourselves on allowing students to develop connections with professors, peers, staff members and the Geneva community, and we speak about these relationships with students and families throughout the admissions process. It is important to provide every student with prompt and personalized attention.

When contacting the prospective student to set up the interview, please do so by phone. Plan to call students in the evening rather than during the day or afternoon when they may be in school, at practice or at work. We typically have the best luck reaching students between 7 and 9 p.m.

When planning your off-campus interview, decide on a venue that will be easy for you and the prospective student to find. We often meet students at a public library, a coffee shop or a hotel lobby. Meeting in a public space will put the student at ease.

After the interview, complete the online feedback form found on the Admissions Volunteer Network website. Admissions Volunteers will not be asked to cover more than three off-campus interviews per season.

Off-Campus Interview Phone Script

Good Evening, this is (your name). I am a Hobart and William Smith alumna/alumnus/parent and a member of the Admissions Volunteer Network. May I please speak with (student's name)?

If student is unavailable, please leave a message with the person who answered the phone:

(Student's name) has requested an interview with HWS, and I wanted to set that up. Could you please have him/her call me at (your number) so that we can find a time and location that would work best?

Note: If you are speaking with a parent, they may want to set up the appointment for their son or daughter. If this is the case, go ahead and schedule it.

If the student is available, continue the conversation:

Hi (prospective student), my name is (your name) and I/my student graduated in (your year) from Hobart and William Smith. I am so glad to hear you are interested in HWS and that you would like an interview for admission. Are you able to meet me at (*Offer the location you have in mind and a few dates and times that you are available. Give the student a chance to think about the logistics of their travel to the meeting.*)

After you agree upon a meeting location and date:

Wonderful. I am excited to meet with you! You do not need to bring anything to the interview. We will spend approximately 25-30 minutes talking about your high school experience, the activities you participate in and your interest in HWS. If you have any questions, please feel free to bring those with you so that I can do my best to answer them for you.

If anything changes and we need to adjust our meeting, please let me know. My cell phone number is (your number), and I will have that with me in case you get lost or have trouble finding me the day of our interview.

Note: Please have a cell phone with you when you plan interviews with students. Giving them your cell phone allows them to contact you should they get lost and need help finding your meeting place.

Interview Introductions

When you meet your interviewee, re-introduce yourself. Parents may accompany students. In that case, make the parents feel comfortable, but have them sit in a separate area so you can have an individual conversation with the student. Mention to the parents/companions that the interview will take approximately 25-30 minutes and that you would be happy to answer any questions following the interview. Encourage them to review admissions publications if you have them. Parents can be as important in the recruitment process as students, so be polite, courteous and hospitable.

The Interview

To get the ball rolling, it is often useful to make small talk. Perhaps find out how the college search is going. While it can be helpful to go into an interview with some set topics, spontaneity is equally important. Don't stifle an interesting conversation just because it isn't following your typical sequence of topics. As long as you are learning about the student, go with it. A profitable discussion never occurs by accident, and the best conversations are a result of intellectual curiosity, sensitivity and energy from both you and the interviewee. Certain interview formats may work better than others, so always be flexible and innovative, never complacent. It is essential to start each new interview with an open mind.

The following are some broad categories that you could discuss; the specific questions are yours to develop and create. Be sure to address most of the student's academic and extracurricular interests as listed on the student profile sheet.

The College Search

- What are your criteria for selecting a college?
- Have you visited campus before?
- How serious are you about your college education?
- Does HWS match your criteria?
- Why is HWS on your list?
- Are you excited about college?

Academic Experience, Motivation and Curiosity

- Curiosity for learning; independent work; outside reading or interests; passion for a particular subject. Tap into something that really excites them
- Ability to analyze
- Ability to articulate ideas orally and on paper
- Overall academic preparation and quality of courses
- Quality of study habits
- Extent of effort put into courses; does the GPA accurately reflect their aptitude
- Ability to think critically
- Positive and negative reactions to their high school experience
- Use of potential
- Excitement about learning
- Flaws in the academic record

Extracurricular activities

- Activities in and out of school, including their level of commitment and any leadership roles held.
- Travel and work experiences
- Community involvement
- General inclination toward getting involved and contributing to the community in meaningful ways
- Readiness to explore beyond the familiar
- Sense of the world around them—current affairs, summer experiences

Personality

- Independence and responsibility
- Attitude toward new ideas, people and places
- Sense of self and general awareness
- Confidence
- Social and emotional maturity
- Tolerance level
- Sensitivity to differences in others
- Willingness and eagerness to grow

Offer to answer any questions at the end of your conversation. Ask if there is anything that the student did not get a chance to articulate that he/she feels is important to mention. Your personal experience will be of interest to the interviewee. Be honest and balanced when presenting your opinions, but remember that you are also making an impression.

You should do all that you can to make the interview a worthwhile experience for everyone involved. Remember that the student has taken time to speak with you. Make their time worth it. Be sure to spend a good amount of time with them even if it is difficult to get them to talk. Share more of your experiences, make sure they know about different aspects of campus or talk with them about their interests and hobbies. If you feel comfortable, give the student your card or contact information and encourage him/her to keep in touch.

Sometimes parents or students will ask you to evaluate their candidacy; however, you are not qualified to assess chances for admission based solely on an interview. It is only one source of information used in the application review.

The Evaluation

After the interview has taken place, please submit the online Interview Comment form as soon as you can. The interview write up is the best chance to convey some of the personal qualities a student would bring to HWS, such as motivation, passion or interest. The interview reports provide the Admissions Committee with valuable insight into a candidate's personal qualities, focus and motivation, and they are used to complement other aspects of the application, including the transcript, essay and other submitted recommendations.

The interview write up is your vehicle for contributing to the admission decision for the candidate you interviewed. Please do not simply rehash your conversation with the student, instead give your impressions of the student and support those with evidence from the conversation. You should conclude with an assessment of the student's match with HWS and his/her likelihood of enrolling if admitted.

Sample Interview Questions

Small Talk

- The weather
- Their trip to the interview

College Search

- How's the search going?
- What are you looking for in a college?
- Are you excited about college?
- How did you hear about HWS?

Academics

- What is your school like?
- What classes are you taking?
- What is your favorite class? Why?
- What is your least favorite? Why?
- How would your teachers describe you?

Life Outside of School

- What do you do for fun?
- What book are you reading?
- Do you have any hobbies?
- Have you traveled lately? If so, where?
- How would your friends describe you?

Closing

- Tell them that you are satisfied with the interview.
- Remind them that the interview is just one part of the whole process.
- Ask them if they have any questions for you or if there's anything else you should know about.
- Feel free to share your HWS experience with the student.

Student Outreach

Throughout the admissions cycle, Admissions Volunteers have the opportunity to connect with prospective students via phone or e-mail. In the fall, volunteers contact prospective students with similar geographic location, academic interests or extracurricular interests and encourage them to apply for admission. In late March through April, volunteers congratulate students on their acceptance to HWS, answer questions and encourage them to enroll.

Volunteer Expectations

Admissions Volunteers will be asked to contact five students/families in either the fall or spring. Volunteers will be provided with instructions, talking points and FAQs in order to prepare for student/parent questions.

Sample E-mail Template to Admitted Students

Subject line: Congrats on your acceptance to HWS!

Dear (insert name),

Congratulations on your acceptance to Hobart and William Smith Colleges! As an HWS alumna/alumnus/parent, I am excited to welcome you to our community, and want to offer my insight and support as you spend the next few weeks deciding if Hobart and William Smith is the right choice for you.

(My/my student's) time at HWS was filled with incredible classroom experiences, enriching service-learning opportunities and a community of professors, staff members and peers who valued my opinions and challenged me each day. I hope you have experienced some of this during the time you spent researching HWS, and I would encourage you to join us on our campus in the coming weeks to feel the HWS pride first hand.

Accepted Student Open House programs are offered on the following dates (insert open house dates). Attendance will give you an opportunity to speak with current students, engage with professors and meet other accepted students. To attend one of these events, please visit the admissions webpage and follow the instructions to pre-register.

If you are unable to make it to campus or have remaining questions, be sure to visit our website (hws.edu). Below is a list of some of my favorite pages to visit, and I hope you will find them to be helpful as well!

- **Daily Update** (hws.edu/dailyupdate)
- **This Week in Photos** (hws.edu/experience/twip/)
- **Young Alum Stories** (hws.edu/experience/youngalums)
- **HWS Athletics** (hwsathletics.com)

If you or your family has any questions about HWS, I invite you to be in touch with me via e-mail or phone ([insert phone number](#)). I can help you connect with a member of our campus community with similar interests or tell you more about my own experience at HWS!

Congratulations, and welcome to the Hobart and William Smith community.

(Insert name and class year)

Receptions

The Admissions Office hosts a variety of receptions throughout the admissions cycle for prospective, admitted and enrolled students and their families. Admissions Volunteers are encouraged to attend these events to meet and greet, answer questions and share your unique HWS experience.

HWS FAQs &

INFORMATION

Frequently Asked Questions About HWS

Q: Are Hobart and William Smith one college or two?

A: Hobart and William Smith were founded at different times: Hobart in 1822 and William Smith in 1908. Male students receive their degree from Hobart College, while women receive their degree from William Smith. The two colleges maintain separate histories and traditions, and each college has its own Deans, student government and athletic department. However, we have one campus, one president, and co-ed classes, clubs and residence halls. Students get all the best parts of a single-gender institution with all the benefits of a co-ed environment.

Q: What is HWS most known for?

A: As Bob Murphy, vice president of enrollment management and dean of admissions, likes to say, Hobart and William Smith are hot. Hobart and William Smith are among the best 100 schools in the nation, according to *Forbes* magazine. The publication named HWS among “America’s Top Colleges,” its annual ranking of the 650 best undergraduate institutions. *The Princeton Review* also included Hobart and William Smith as among the country’s best institutions for undergraduate education in its 2012 edition of its annual college guide, “The Best 376 Colleges.” In recent years, Hobart and William Smith have also been listed in *The Princeton Review’s* “Colleges with a Conscience: An Engaged Student’s Guide to College,” which ranked HWS as one of best institutions for service learning and civic engagement. In addition, HWS were named to the President’s Higher Education Community Service Honor Roll last year by the Corporation for National and Community Service, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement.

In addition to the national buzz we’ve received, we’re most well known for our alums, who are leaders in their fields all across the country and around the globe. SuperGlue was invented by HWS alum Harry W. Coover, Jr. ’41, P ’66. Evelyn Tooley Hunt ’26 invented the popular American form of haiku and wrote the poem that inspired *The Color Purple*. The television show *Glee* is written and produced by Brad Falchuk ’93. Dorothy H. Wickenden ’76 is the executive editor of *The New Yorker*. The voice of the *Late Show with David Letterman*, Alan R. Kalter ’64 is also an HWS alum. And Hobart alum Christopher Beyrer ’81 is director of The Johns Hopkins University

Fogarty AIDS International Training and Research Program and the personal medical adviser to the Dalai Lama. One of the world's leading paleontologists, Matthew Lamanna '97 has discovered two entirely new prehistoric creatures. Abigail P. Johnson '84 is president of Fidelity Employer Services Company, while celebrated character actor Christopher McDonald '77 has appeared in more than 85 films and countless television and theatre productions. Dana L. Telsey '84 is the CEO and founder of the Telsey Advisory Group LLC. And three Hobart alums founded the Saga Corporation, which eventually became part of Sodexo, a worldwide leader in food and facility management services.

Q: *How many students attend HWS?*

A: 2090 students

Q: *What is the retention rate?*

A: Our retention rate, between the first and second year, is approximately 89%.

Q: *How much is the endowment?*

A: The endowment is about \$190,000,000.

FAQs About Admissions and the Admissions Process

Q: *What applications do Hobart and William Smith use?*

A: We use The Common Application. In addition, we have a required supplement. The application may be sent online, or may be printed and mailed. If students apply online, there is no application fee.

Q: *What is your acceptance rate?*

A: For the Classes of 2015, HWS received 4,457 applications and admitted 2,659 students (60%).

Q: *What are your Early Decision dates?*

A: November 15 and January 1. Both are binding; if you are accepted, you must enroll at HWS and withdraw all applications to other colleges. We do not offer an Early Action application.

DID YOU KNOW?

Hobart and William Smith have been named in “Colleges with a Conscience: An Engaged Student’s Guide to College,” a guide for high school students.

Q: *What grades do you need to be admitted to HWS? What about standardized tests?*

A: HWS does not have a cut-off for applying; instead we encourage anyone who is interested to apply. For the Classes of 2015, the mean high school GPA of accepted students was about 3.4. Remember, HWS review applications in their entirety, so in addition to looking at high school GPA, we are also interested in the student’s course selection and their involvement beyond the classroom. In keeping with this commitment, HWS is a test-optional school (SAT test scores are required for certain HWS Scholarships) so students do not need to submit their scores to be reviewed for admission. Of the students who did submit their test scores for the Classes of 2015, the middle 50% ranged from 1140 – 1280 taking into account only the critical reading and math sections.

Q: *Are you test-optional? What does that mean?*

A: Yes, we really are test-optional! We have long believed that standardized tests do not measure the qualities we value in applicants – curiosity, conscientiousness and character. We have always relied more heavily on a student’s transcript, recommendations, activities and essay. In 2006, we affirmed this belief by becoming test-optional. Practically speaking, this means that when students are applying, they are asked if they want their standardized test scores to be used in the evaluation of their application. If students select ‘yes,’ we review those scores with the rest of the student’s file. If they select ‘no,’ those scores are never reviewed by admissions counselors. We simply make our evaluation without that information. Students applying for the Trustee or Blackwell Scholarships must submit standardized test scores.

Q: *Are a portfolio or an audition necessary?*

A: If you are interested in our Arts Scholars Program, it will be necessary for you to prepare something highlighting your talents. If you are not applying for this scholarship, it is not necessary to send these materials, though you may feel free to show us your talent (slides, video, CD) if you feel it strengthens your application.

Q: *Is there a language requirement for admission?*

A: We look for students who have had at least two years of experience in a foreign language. At HWS, you are not required to take a foreign language, although many students, either out of interest or to prepare for a study abroad program, pursue language studies. A few majors require some work in a language other than English. We also have self-instructed language programs for students who are interested in languages that are not formally offered on campus.

FAQs About Visiting and Interviews

Q: *Where is the nearest airport?*

A: Syracuse and Rochester are less than an hour from campus and each has an airport.

Q: *Do you have tours on Saturday?*

A: Yes. The office is typically open from 9 a.m. until 2 p.m. on Saturdays for tours and interviews. We are not open on Sundays. For specific dates, please visit our website.

Q: *What time are your tours and information sessions?*

A: The timing of tours and information sessions changes throughout the year, so please visit our website for specific information about availability. For more information about visiting, see details on page 37.

Q: *Do I have to call ahead to set up a tour/interview?*

A: Yes. It is a good idea to call ahead.

Q: *How can I arrange an overnight stay or a day visit?*

A: Call our office at (800) 852-2256 to set up a time to come to campus. We ask that you allow at least two weeks for us to plan your visit, and that you speak with someone directly about this rather than sending an e-mail to reserve a time.

Q: *Are interviews required?*

A: Interviews aren't required but are strongly recommended. Interviews give the admissions staff a chance to really get to know you before reviewing your file. In addition, the interview gives you a chance to ask questions about HWS that are specific to your experience. Trustee Scholarship applicants are required to have an interview.

Q: Do you offer off-campus interviews?

A: Yes. We will mail you an invitation if we will be in your area, or you may call us to arrange an interview with an alum in your area. In addition, we have three full-time admissions staff members who work from home offices in the Boston, New York City and Washington, D.C. areas. If you are from those areas, you are encouraged to contact those regional counselors to set up a time to interview with them.

FAQs About Cost and Financial Aid

Q: What is the cost of attending HWS?

A: In 2011-2012 the comprehensive cost (tuition, room, board and fees) to attend HWS is \$54,072. However, keep in mind that 86% of HWS students received some form of financial aid during the 2010-11 academic year. In 2010-11, the average first year need-based aid package was \$34,031. We will work with you to make a Hobart and William Smith education affordable. Recently, *SmartMoney* magazine recognized HWS as an exceptional investment, listing the Colleges as 10th in its ranking of “Colleges that Help Grads Get Top Salaries” in the category of private colleges. Hobart and William Smith Colleges are among the best 100 schools in the nation, according to *Forbes* magazine.

Q: Do you have merit scholarships for students?

A: We have many scholarships available for students. Some students are eligible just by virtue of applying to HWS, while others require students to complete an interview, separate application or send in additional materials. We offer scholarships for academic excellence, the arts (including creative writing, music, dance and studio arts) community and civic engagement, and exemplary leadership.

Q: Is HWS a need-blind institution?

A: HWS is not a need-blind institution. However, we try to admit students based on their achievements and overall potential and then work with that student and his or her family to find a way to make the finances work.

FAQs About Academics

Q: *What is the most popular major at HWS?*

A: HWS has a liberal arts curriculum with 45 majors and 66 minors. Our students are fairly well spread out among those majors. Right now the most popular majors include: Architectural Studies, Biology, Chemistry, Economics, English, Environmental Studies, History, Media and Society, and Political Science. Our pre-med and teacher certification programs are also popular. Many students also work with their academic adviser to design their own major.

Q: *What is your XXX program like?*

A: All of our programs are strong and led by faculty members who are experts in their fields. With an 11:1 student-faculty ratio, HWS students receive individual attention and encouragement. For more information about a specific major or to see courses offered within a specific department or program, visit our website and click on the academics page.

Q: *What's your average class size?*

A: Our average class size is 17 students. Roughly 20% of our classes have 10 or fewer students, 45% have between 11 and 20 students, 27% have between 21 and 30 students, and the remaining 8% have between 31 and 40 students. As you advance further into your major, classes tend to get much smaller.

Q: *What are your general education requirements?*

A: At HWS, our general education requirements are flexible and expressed in eight educational goals. In addition to meeting these goals, students must complete a first-year seminar during their first semester on campus that helps them adjust to the academic rigor at the Colleges. After that, we do not require any specific courses. The first two goals are fulfilled by completing any major. The remaining six goals are met through adviser courses students select in consultation with their academic adviser. More information about the eight goals can be found at hws.edu.

Eight Curricular Goals:

1. Become skilled at communicating effectively
2. Learn to think critically, ask good questions and argue persuasively
3. Experience scientific inquiry
4. Practice quantitative reasoning and problem solving
5. Appreciate artistic expression
6. Deeply understand differences in gender, race and class

DID YOU KNOW?

The Fiske Guide to Colleges praises Hobart and William Smith's "innovative curriculum."

7. Acquire a knowledge of world cultures
8. Develop a foundation for ethical judgment

Q: *Can I get credit for college courses I have taken during high school?*

A: At the discretion of the appropriate department, credit may be given unless the course was used to satisfy a requirement for high school graduation or if it was taught by a high school teacher.

Q: *Can I get credit for my AP courses?*

A: If you score a 4 or a 5 on an AP exam, you may be eligible for credit at Hobart and William Smith after you enroll. Some students may also be able to place out of an introductory class if they have performed well on the AP test.

FAQs About the Student Body

Q: *Are there students from my area at HWS?*

A: About 40% of our students at HWS are from New York State. Another 40% come from New England and the Mid-Atlantic. However, we are proud to say that our students come from across the country and around the world. We have had students from every state in the nation and from nearly every continent.

Q: *Do you have a lot of diversity on campus?*

A: Diversity is very important to HWS, and we have made it a priority to ensure that our students have a global experience during their four years with us. Right now, our minority student population is at approximately 14 percent, and that is growing each year. The Office of Intercultural Affairs provides a safe space for students to explore issues of equity, cultural acceptance and openness. Hobart and William Smith is home to more than 15 student-run cultural clubs, including Pride Alliance, Hillel, Asian Student Union and Latin American Organization. Each of these clubs celebrates their unique cultural identity with annual campus events, like Take Back the Night, the Caribbean Student Association's Celebrate Diversity Dinner and the Black Student Union Charity Ball.

FAQs About Student Life

Q: *Are you guaranteed housing all four years?*

A: Yes, housing is guaranteed all four years on campus and the great majority of our students live on campus all four years.

Q: *What are your residence halls like?*

A: We offer a variety of housing options including co-ed and single-sex housing, as well as theme houses, co-ops, suites, condos and fraternities. Before your first year on campus, you will be asked to complete a questionnaire about your living style (do you prefer co-ed or single-sex, neat or messy, early riser or night owl) and the Office of Residential Education will match you up with a roommate with similar preferences. After your first year, you are welcome to choose your own roommate(s) and whatever housing option best suits you.

Q: *Do you have coed housing?*

A: Yes. The majority of our residence halls, theme houses, and town houses are co-ed. Single-sex housing is also available.

Q: *What is fraternity life like?*

A: Although fraternities are an active part of the HWS community, only about 20 percent of Hobart students belong to fraternities. There are plenty of alternatives on campus for students who do not want to make fraternities a part of their social life.

Q: *Why are there no sororities at William Smith?*

A: William Smith does not have sororities because its student body has never expressed a strong desire for them. In fact, every few years, William Smith women overwhelmingly vote “no” to sororities. Housing options for upper-class women include small houses and theme houses, which fulfill the need for community living situations.

Q: *What do students do on the weekends?*

A: HWS students are very busy, and the weekends are no exception. In addition to HWS-sponsored events, many of the theme houses and clubs plan and host weekend events. Some weekends these events include a comedian or slam poetry in the Cellar Pub, other times it’s a DJ hosting a party or a drive-in movie on the Quad. Many students spend at least some time during the weekend cheering for one of our athletic teams.

Q: *What division are sports at Hobart and William Smith?*

A: All sports except men’s lacrosse are Division III. Men’s lacrosse joined Division I in 1995. As a Division I team, however, we still must follow Division III rules and regulations with regard to recruiting since all the rest of our teams are Division III. That means we cannot give athletic scholarships, and that academics are always the number one priority for admission.

Important Dates to Remember

October 1

- CSS/Financial Aid Profile online registration begins

November 15

- Early Decision I applications due
- *Trustee, Arts and Blackwell Scholarship applications also due, if applicable*

December 1

- CSS/Financial Aid Profile for Early Decision I applicants due

December 15

- Notification of admission decision mailed to Early Decision I applicants
- Notification of financial aid award mailed to Early Decision I admitted students

January 1

- Early Decision I admitted students enrollment deadline
- Early Decision II applications due
- CSS/Financial Aid Profile for Early Decision II applicants due
- Free Application for Federal Student Aid (FAFSA) online filing begins
- Applications for Arts Scholars program, Blackwell Medical Scholars program and Trustee Scholarship due

February 1

- Regular Decision applications due
- Notification of admission decision mailed to Early Decision II applicants
- Notification of financial aid award mailed to Early Decision II admitted students

February 15

- Early Decision II admitted students enrollment deadline
- Filing deadline for Free Application for Federal Student Aid (FAFSA)
- Filing deadline for CSS/Financial Aid Profile

April 1

- Notification of admission decision received by Regular Decision applicants
- Notification of financial aid award received by Regular Decision admitted students

May 1

- Regular Decision enrollment deadline

HWS

APPENDIX

History

Originally founded as two separate colleges (Hobart for men in 1822 and William Smith for women in 1908), HWS operates under a coordinate college system. All students share the same campus, faculty, administration and curriculum. Each college maintains its own traditions, deans, student government and athletic department.

Students

2,090 students from 41 states and 20 countries. In the past decade, students have earned such prestigious national honors as Rhodes, Fulbright, Gates Cambridge, Goldwater, Udall and Princeton-in-Asia scholarships and awards.

Faculty

189 faculty members; 97 percent hold doctorates. 19 have been awarded Fulbrights.

Campus

The 195-acre campus features a mix of classic brick and stone buildings. Facilities range from the cellular molecular genetics lab to the newly renovated Caird Center for Sports and Recreation. The campus is within walking distance of downtown Geneva. Efforts throughout campus make sustainability a high priority.

Location

Geneva, New York, less than an hour from Ithaca, Syracuse and Rochester. HWS is on the shore of Seneca Lake, largest of the 11 Finger Lakes. The region, home to 1.2 million residents, is known for its culture, natural splendor, wineries, and vast and varied options for outdoor recreation. Historically rich, the Geneva area is where the women's rights movement was born, where the Underground Railroad brought slaves to freedom and where Native Americans lived for centuries before European settlers arrived.



Visit our website, www.hws.edu, for more information about Hobart and William Smith Colleges or for directions to campus. If you'd rather use GPS navigation or online directions, use 300 Pulteney Street, Geneva, NY 14456 as your destination.

45 Majors and 66 Minors

MAJORS

Africana Studies
American Studies
Anthropology
Anthropology and
Sociology*
Architectural Studies*
Art History
Art, Studio
Arts and Education
Asian Languages and
Cultures
Biochemistry*
Biology
Chemistry
Classics
Comparative Literature
Computer Science
Critical Social Studies
Dance
Economics
English
Environmental Studies
European Studies
French and
Francophone Studies
Geoscience
Greek
History
International Relations
Latin
Latin American Studies
Lesbian, Gay and
Bisexual Studies
Mathematics
Media and Society
Music
Philosophy
Physics
Political Science
Psychology
Public Policy Studies
Religious Studies

Russian History and
Society
Russian Language and
Culture
Sociology
Spanish and Hispanic
Studies
Urban Studies
Women's Studies
Writing and Rhetoric

MINORS

Aesthetics
African Studies
African-American
Studies
Child Advocacy
Classical Studies
Cognition, Logic and
Language
Concentration in
French
Development Studies
Education
German Area Studies
Health Professions
Hispanic Studies
Holocaust Studies
Latino Culture
Law and Society
Men's Studies
Middle Eastern Studies
Peace Studies
Peer Education in
Human Relations
Public Service
Russian Language
Russian Area Studies
The Sacred in Cross-
Cultural Perspective
Theatre
Writing Colleagues

SPECIAL ADVISING PROGRAMS

Pre-Law
Pre-Health
Pre-Business

INDIVIDUAL STUDIES

61% of HWS students create an independent course or major in consultation with faculty advisers to fit their academic interests.

SPECIAL DEGREE PROGRAMS

Architecture
Business
Administration
Education (NYS
certification in
childhood, childhood
special education,
and adolescent)
Master of Arts in
Teaching
(for HWS graduates
only)
Engineering

* ANY MAJORS (EXCEPT THOSE MARKED WITH AN ASTERISK) MAY ALSO BE A MINOR.

Career planning

Every student has the opportunity to take part in Pathways, a four-year exploration of career possibilities. The HWS Career Network includes more than 5,000 graduates and parents who are available to offer advice, job leads, job shadowing and more. Internships HWS students gain valuable experience in internships all over the world.

Results of an HWS education

HWS graduates go on to wide-ranging professional and academic careers:

Employers:

ABC News
American Cancer Society
Apple, Inc.
Audubon Society
Clinton Foundation
Condé Nast
Federal Bureau of Investigation
Harper Collins
JP Morgan Chase
Lincoln Center for the Performing Arts
Louis Vuitton
Memorial Sloane-Kettering Cancer Center
Merck Pharmaceuticals

MGM Studios, Inc.
New York Yankees
Newsweek
Peace Corps
The Smithsonian
The New York Times
U.S. Department of State
U.S. Environmental Protection Agency
World Health Organization
Yahoo!

Graduate schools:

Carnegie Mellon University
Columbia University

Frank Lloyd Wright School of Architecture
Georgetown University
Harvard University
Johns Hopkins University
Northwestern University
New York University
Oxford University
Rensselaer Polytechnic Institute
Rhode Island School of Design
Stanford University
University of Pennsylvania
Yale University

Civic Engagement

Civic engagement and community service are huge components of any HWS education. The HWS campus community devotes more than 190,000 hours of community service annually. As a result of their work, in 2011, Hobart and William Smith Colleges were named to the President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service. The Colleges were also ranked 17th overall among the nation's liberal arts colleges in the area of service by *Washington Monthly* and 17th in the category of "Small Colleges and Universities" on the Peace Corps' annual rankings of Peace Corps volunteer-producing schools.

International Experiences

Study abroad options include 40 programs in more than 30 countries on six continents. HWS is among the top 15 percent of liberal arts colleges nationwide for study abroad programs; it was one of only five colleges in the country to win the Senator Paul Simon Prize for Campus Internationalization in 2010 for its success in producing globally engaged graduates.

Off-campus opportunities:

Argentina	Ecuador	Italy	South Africa
Australia	England	Japan	Spain
Belgium	France	Jordan	Switzerland
Brazil	Germany	Korea	Taiwan
Canada	Hong Kong	Netherlands	Vietnam
Costa Rica	Hungary	New Zealand	Wales
Czech Republic	India	Peru	Washington, D.C.
China	Ireland	Russia	
Denmark	Israel	Senegal	

Athletics and Recreation

22 varsity sports are offered, of which 21 are NCAA Division III (lacrosse is NCAA Division I). Facilities include a weight room, racquetball courts, dance studios, squash courts, an indoor track, a 1,500-seat artificial turf stadium and the newly renovated Caird Center for Sports and Recreation. The average grade point average of student athletes is 3.4. During the 2009-2010 academic year, HWS athletes earned 176 All-Academic Awards. Find out more at www.HWSathletics.com. Outdoor opportunities are offered throughout the year through the Outdoor Recreation Adventure Program, which organizes trips to go ice climbing, cross country skiing, kayaking and others. Related physical education classes include skiing, orienteering, kayaking, skating and wilderness first aid.

Hobart Intercollegiate Teams (men)	William Smith Intercollegiate Teams (women)	Club and Intramural Sports	Golf
Basketball	Basketball	Alpine Ski	Ice Hockey
Cross Country	Cross Country	Badminton	Karate
Football	Field Hockey	Baseball	Lacrosse
Golf	Golf	Basketball	Paintball
Ice Hockey	Lacrosse	Cross Country	Power Lifting
Lacrosse	Rowing	Ski	Rugby
Rowing	Sailing	Cycling	Soccer
Sailing	Soccer	Dodgeball	Softball
Soccer	Squash	Equestrian	Squash
Squash	Swimming and	Fencing	Table Tennis
Tennis	Diving	Field Hockey	Tennis
	Tennis	Flag Football	Track and Field
		Floor Hockey	Ultimate Frisbee
			Volleyball
			Wallyball

Student life

HWS offers more than 80 student groups that address a broad range of interests, including politics, performing and studio arts, community service, activism, media and sports. All of the clubs are student-driven, and students are encouraged to start their own club, with help from the Office of Student Activities, if a club that covers their interests doesn't exist. Clubs include:

Amnesty International
Architecture Society
Campus Greens
Chinese Student Club
Colleges Against Cancer
Debate Team
Hot Spot (Geology club)

International Student Association
Investment Club
PRIDE Alliance
Russian Society
Black Student Union
Women's Collective

Visiting

A visit to our lakeside campus is the best way to get a feel for the Colleges. We offer a variety of visit options:

Preview HWS – a brief overview of HWS presented by a member of the Admissions staff along with a student-guided campus tour.

Personal Interview – an opportunity for prospective students to present their academic and personal strengths and goals while learning more about the HWS experience.

Open House Programs – prospective students receive a brief overview of the Colleges, a student-guided campus tour, lunch on campus and additional sessions on everything from our academic philosophy to student life.

Day Visit – spend a few hours on campus, attend a class, eat lunch with a student and meet with a coach or a professor. A day visit gives you an opportunity to experience real college life at Hobart and William Smith.*

Overnight Visit – designed to meet a prospective student's individual interests and can include a Preview HWS visit, an interview, a class, a meeting with a professor and/or coach, as well as meals, social events in the evening and an overnight stay with a student host.*

** Day and overnight visits are for high school seniors only. We request two-weeks advance notice.*



HOBART AND WILLIAM SMITH COLLEGES

Office of Admissions

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