

# HARVEY MUDD

C O L L E G E

## MUDD ALUMNI ADMISSION PROGRAM HANDBOOK

Dear Harvey Mudd College Alumni Volunteer,

Welcome to the Mudd Alumni Admission Program! Whether you are new to the Program or have volunteered for many years, the Office of Admission appreciates your assistance in our efforts to enroll the very best students from across the country.

As you know, Harvey Mudd College is more popular than ever, thanks to heightened presence in the media, dedicated admission staff and alumni, a supportive campus community and last but certainly not least, our talented and exceptional student body. HMC has been recognized by *Newsweek Magazine* as one of the "25 New Ivies" in higher education. *US News and World Report* ranked us 14<sup>th</sup> in the nation in the liberal arts category and we tied for first place among the nation's undergraduate engineering programs. An August 2009 study of salaries of college graduates published by *Payscale, Inc.* revealed that HMC was ranked No. 2 in the category "Best Engineering Colleges by Salary Potential," with a starting median salary of \$71,000 and a mid-career median salary of \$125,000. In the past few years HMC students have been recognized as Churchill and Gates Cambridge Scholars, National Science Foundation Grant recipients, Apker Prize finalists and Watson Fellows. Additionally, HMC placed 11<sup>th</sup> out of 545 colleges and universities at the 2008 Putnam Mathematics Competition. With a diverse and intellectually powerful incoming freshman class, HMC is poised for another successful year. As interest in HMC continues to rise, the Office of Admission gratefully relies on the support of alumni to aid us in the recruitment process.

This handbook provides you with the information that you will need as a Mudd Admissions Volunteer. Please review it carefully, as it and the enclosed Harvey Mudd College publications are the primary tools for training.

As always, I look forward to answering questions and discussing the admission program in general. Your dedication to HMC is invaluable, and we in the Office of Admission appreciate all that you do to recruit future generations of Mudders. I hope that you find working as a Mudd Admissions Volunteer to be a rewarding experience that further cements your commitment to this institution. Again, on behalf of the Office of Admission and the entire HMC community, I thank you for your continued efforts.

Cheers,



Fiela Gutierrez  
Admission Counselor

## **Mission of the Mudd Alumni Admission Program**

The mission of the Harvey Mudd College Alumni Admission Program is threefold: first, to promote national and international awareness of the unique mission and educational experience of HMC as a math, science, and engineering liberal arts college; second, to support our alumni volunteers as they act as representatives for the college; thirdly, to extend the presence of the Office of Admission to areas beyond those in which we normally recruit. Since it is impossible for the Office of Admission staff to reach all the areas in which there are students interested in HMC, we rely on the help of dedicated alumni who personally and professionally exemplify the many ways in which an HMC education leads to a successful and fulfilling future.

In an effort to continue to develop and enhance the role of alumni in recruiting prospective HMC students, the following priorities have been established for the HMC Alumni Admission Program:

- To increase the involvement of alumni volunteers, and in doing so, develop a team of participants that accurately reflects the diversity and range of our alumni population.
- To increase alumni contact with prospective HMC students.
- To use the alumni volunteers as another tool in the overall mission of HMC to increase the number of traditionally underrepresented populations on the HMC campus, including students of color and women.
- To increase the overall number of college fairs attended by HMC staff and/or alumni.
- To increase the presence of and utilize more HMC alumni at recruitment events occurring both on and off-campus.
- To more effectively highlight HMC alumni achievements in the recruitment process.

# Organization

## Staff and Volunteers

The organization of the Mudd Alumni Admission Program is designed to ensure the best possible communication between the Office of Admission staff members and alumni volunteers. As it currently stands, there is one Office of Admission professional staff member who serves as the Alumni Coordinator and is delegated the responsibility of overseeing the alumni volunteer program. S/he works in conjunction with the Office of Alumni Relations and the alumni board members to recruit and organize alumni volunteers, designate recruitment efforts appropriate for alumni participation, and facilitate said efforts.

Alumni are urged to communicate with the Alumni Coordinator when problems arise or information is needed. The Alumni Coordinator may direct your question to another staff member in the office who works more closely with and/or travels to your particular region. Through letters, e-mails, and phone calls, the Office of Admission will keep alumni volunteers informed on admission policies, student issues, and campus updates.

## Schedule of Admission Volunteer Mailings

The schedule below outlines the various mailings that are sent to volunteers throughout the year.

- Training manual: September-April
- College fair information: August-November, February-May
- College fair materials: September-November, February-May
- Updates from the Office of Admission: Annually

## Volunteer Organization

The Mudd Alumni Admission Program is made up of two distinct groups of alumni volunteers: College Fair Attendees and Local Admission Event Attendees. You may be asked to participate in both types of events and we hope you will do so. Below is a summary of each group:

- COLLEGE FAIR ATTENDEES: These alumni agree to participate in and attend local college fairs in their area. Responsibilities include receiving of materials, attendance at college fair, and appropriate follow-up with the Alumni Coordinator in the Office of Admission.
- LOCAL ADMISSION EVENT ATTENDEES: These alumni agree to attend various recruitment events either on HMC's campus or in his/her area. This could include April Yield Events throughout the country in which we invite admitted HMC students as well as on-campus events such as On-Campus Day and the Admitted Student Program.

## **Admission On-Campus Events 2009-2010**

### **Future Achievers in Science & Technology (FAST) - September 11<sup>th</sup>, 2009**

FAST is a program that we hope will serve to increase the numbers of underrepresented students considering HMC as a college option. This program will lead into On-Campus Day (see below), but the earlier start will allow time to address issues specific to underrepresented students as well as offer application workshops. As part of the program, participants will stay overnight and will be able to interact informally with current HMC students. This event is designed for high school seniors.

### **On-Campus Day - September 12<sup>th</sup>, 2009**

On-Campus Day is an all-day event held on HMC's campus. This is a wonderful preview program: a way for prospective students (mostly seniors) and their families can get a broad taste of what HMC has to offer. Over 10,000 invitations are sent out and the event usually brings several hundred people to campus. Students and parents hear from faculty and administration; learn about research, the curriculum, admission and financial aid; attend information panels featuring current HMC students, faculty, alumni and parents; and take a campus tour. Any student is welcome to attend; potential visitors should RSVP by phone or our website.

### **Future Achievers in Science & Technology (FAST) - February 15<sup>th</sup>, 2010**

FAST is an opportunity for the Office of Admission to specifically reach out to students who come from populations traditionally underrepresented in math, science and engineering. Interested students must complete an application and be selected to participate in this program. FAST includes exposure to HMC academics and social life, a case studies workshop in which students review real HMC applications to learn how they can best represent themselves in the application process, as well as the opportunity to meet with campus groups and organizations aimed at supporting students of color and women. This event is designed for high school juniors.

### **President's Scholars Program - April 10<sup>th</sup>, 2010**

The President's Scholars Program is a full tuition scholarship targeting underrepresented students in the STEM fields. Finalists for this scholarship arrive on campus one day before the Admitted Student Program to interview with faculty for the scholarship and take part in a dinner with the President and scholarship donors.

### **Admitted Student Program - April 11<sup>th</sup> - 12<sup>th</sup>, 2010**

The Admitted Student Program (ASP) is a two-day, overnight program to which all students who have been admitted to HMC and their parents are invited. This program is designed to give admitted students an in-depth look at what it means to be a Mudder so they can make an informed final decision about where to enroll. Activities include overnight stays in the residence halls, departmental open houses, panels with several campus constituencies, and presentations on the HMC curriculum and research and Clinic opportunities, as well as tours of the campus facilities.

\*\*\* Students already on our mailing list will receive invitations to events suited to their interests automatically. Updated information on events and event registration are on our website at <http://www.hmc.edu/admission>

## The Purpose of Student Outreach

The admission process can be viewed as a funnel that gets smaller at each progressive phase of the cycle. Students begin the cycle as inquiries. A student is categorized as an inquiry if s/he has either responded to an HMC publication (i.e. Junk Mail) or has contacted the school of his/her own volition and requested further information. Once a student begins to complete application materials, s/he becomes an applicant. All regular decision students are notified of the Admission Committee's decision by the first week of April. Admitted students have until May 1<sup>st</sup> (the National Candidate's Reply Deadline) to commit to an institution for the upcoming fall semester. At this point, these students become enrolled freshman and officially part of the HMC family.

During the application process, some students are put on our waitlist. Generally, students are put on the waitlist if they have admissible qualifications yet are not as competitive as other students in the applicant pool. Once the College has an idea of how many students have committed to the freshman class, any available spaces (if there are any) are offered to students on the waitlist. In 2005, HMC did not go to the waitlist at all and these students were ultimately released by late May; however in 2006 we were able to invite about 15 students from our waitlist to enter the freshman class. HMC did not go to the waitlist since 2006.

The Office of Admission is committed to alumni involvement at all points along the admissions funnel. Each year we hope to increase the number of inquiries that turn into applicants as well as the rate we yield admitted students. By attending college fairs in the fall, alumni can help to increase the number of applicants by encouraging students that seem to be qualified matches for the college to begin and/or complete their applications. In the spring, alumni can help increase the yield of admitted students by establishing relationships with the admitted pool through yield events and conveying why your HMC experience has proved to be so integral to your success.

While the entering class size is fairly consistent each year, a larger and more diverse applicant pool will enable the Office of Admission not only to increase HMC's selectivity, but also to improve the College's representation of underrepresented populations, including women, students of color, and students from lower socioeconomic backgrounds. We also strive to improve the geographic diversity of our student body. Alumni volunteers are vital in the quest to expand the applicant pool because they have the ability to reach out to many students via their various contacts with students.

## The Admission Process

At Harvey Mudd College, each application is given a fair read during the admission process. As an admissions committee, we consider each application in light of the student's individual circumstances and academic and personal qualifications. The application deadlines are as follows:

Early Decision I	November 15
Early Decision II	January 2
Regular Decision	January 2

Each applicant group (Early Decision, Regular Decision) is read separately. Every application is read by two staff members and then reviewed by the Admission Committee. The role of the first reader is to scrutinize all aspects of the application and prepare a detailed report on all aspects of the application. The second reader takes a more evaluative approach by reviewing the application and the first reader's report and then writing a qualitative review of the application. Both reviews are then summarized and discussed during an admission committee meeting and ultimately an admission decision is made.

The first and most important question a reader will ask when evaluating an application is whether or not the student has demonstrated a clear and probable chance of academic success at HMC. The transcript is one of the most important documents in the application because it gives us the opportunity to not only understand the rigor and depth of the applicant's curriculum, but his/her performance in those classes as well. Competitive applicants take full advantage of the advanced courses offered at their high schools, including Advanced Placement (AP), International Baccalaureate (IB) and/or honors courses. We hope to see students who have challenged themselves not only in math and science courses, but in the humanities and social sciences as well.

The student's writing ability, teacher and counselor recommendations and extracurricular activities are also of the utmost importance. Although standardized test scores play an important role in the admission evaluation, we take a holistic approach when reviewing an application and will look at scores within the context of the rest of the student's academic record. HMC's applicant pool tends to be fairly self-selected, meaning that most students fall into a narrow range in terms of GPA and standardized test scores. Due to this fact, the admission committee can look beyond these criteria when making admission decisions and pay close attention to a student's fit with HMC as well as personal qualities that might add to the college.

### **The New SAT:**

HMC continues to accept the SAT during the application process. In the spring of 2005, the College Board introduced a new version of what was formerly known as the SAT I. Now called the SAT Reasoning test, it is made up of three components: Critical Reading, Writing, and Math. Previously, HMC required students to take the SAT I and the SAT II (now called the SAT Subject Exam) in Math IIC (now just called Math II), Writing, and a third of the students' choice. With the addition of the writing component to the SAT Reasoning Test, we only require students to take two SAT Subject Exams: Math II and a second of their choice. More information about the new SAT tests can be found at <http://www.collegeboard.com>.

**The ACT:**

In the spring of 2007, the Harvey Mudd College community began accepting the ACT in addition to the SAT in the application process. Previously, HMC would not accept ACT scores in lieu of SAT scores in order for students to be considered for admission and/or merit-based scholarships. As of 2008, students are welcome to submit either their ACT scores or SAT scores for admission consideration. All applicants, regardless of whether they take the ACT or SAT Reasoning Test, are still required to take the SAT Math 2 Subject Exam as well as a second Subject Exam of their choosing. More information on our testing requirements can be found at <http://www.hmc.edu>.

**The Common Application:**

The Common Application is a general application form used by over 300 colleges and universities across the country. The Common Application allows students to fill out one general application form and then send it to all participating institutions to which they wish to apply. In addition to the Common Application, many institutions (including HMC) require an additional supplement form that requires further information and/or materials from the student. In 2008, HMC became a Common Application exclusive school. This means we will only accept the Common Application and Supplement and have eliminated our own HMC Application for Admission. Students can find out more information about the Common Application as well as fill out and/or download the HMC Supplement to the Common Application either by visiting the Common Application website at <http://www.commonapp.org>.

## College Fairs

College fairs are generally held in high schools, colleges, or civic centers and they vary considerably in size. Sometimes a school will host its own fair, but more often a group of local schools or an entire school district will coordinate a college fair together at a central site. As many as a hundred or as few as twenty colleges might be present and you can expect students with a wide variety of interests to attend. While some students will ask general questions, others will ask more pointed ones. You will likely also meet parents who have questions and concerns of their own. Be prepared for anything!

College fairs are becoming more frequent as high schools realize that they cannot possibly handle all the visits requested by individual college representatives. For HMC, college fairs are beneficial in that they allow an alumnus or staff member to see more students than s/he might at a regular school visit. Below are some tips regarding college fairs:

### BEFORE THE VISIT

- Dress nicely (suit and tie are not necessary but casual business wear is fine)
- Bring necessary materials for your visit (colored information request cards, HMC publications etc.)
  - Alumni Fairs - Bring the college fair packet including publications and pens
  - Staff Fairs - Name tag
- Bring personal business cards (Optional)

### DURING THE FAIR

- Introduce yourself
  - Year that you graduated/major
  - What you are doing now (grad school/company/etc)
- Briefly find some common ground
  - Ask them about their interests in math/science
  - What year are they in school
  - What do they hope to study in college
- Talk about HMC
  - School Profile
    - Small (700-plus student body, 185-200 in frosh class)
    - Undergraduate only (Classes taught by professors)
    - Majors: Biology, Chemistry, Computer Science, Engineering, Math, Physics
    - Joint Majors in: Math/CS, Mathematical Biology, and Chem/Bio
    - Geographic Location: (Claremont, CA - 35 miles east of LA)
  - Give the overall view of Mudd's academic power
    - Curriculum: 1/3 Humanities, 1/3 Technical Core, 1/3 Major
    - Clinic Projects and Departmental Research (use personal experience)
    - Research is REQUIRED of all graduates and is available early in your career
  - Honor Code and Community
    - People, social life, etc
    - What did you find were the best aspects of the Honor Code?
    - How did the Honor Code play into your life at Mudd?

- Talk about the Claremont Colleges
  - Briefly describe about the interaction between colleges esp. your experience taking advantage of the consortium
    - Cross-registration
    - 5-college clubs
    - Intramural and varsity sports
  
- Application Deadlines
  - Early Decision I deadline is Nov. 15<sup>th</sup>
  - Early Decision II deadline is Jan. 2<sup>nd</sup>
  - Regular decision deadline is Jan. 2<sup>nd</sup>
  - Merit-based Scholarship Information (Harvey S. Mudd Award) located on website.
  
- Academic Requirements
  - 1 year of calculus, physics, and chemistry prior to enrolling at HMC
  - SAT Reasoning Test or ACT Test (with writing component)
  - SAT Subject Exams in Math 2 and a second subject of the student's choice.
  
- What do we look for?
  - Challenging and rigorous course load, good grades, strong board scores, favorable recommendations, contributions in extracurricular activities, and well-written personal essays.
  - Overall, we look for a student who exhibits academic potential and promise and will make a positive contribution to the HMC community.
  
- Life After Mudd
  - Emphasize how well HMC prepares students for graduate schools and the workforce
  - HMC boasts the highest % of graduates that proceed to earn PhDs of any undergraduate-only college in the country.
  
- Financial Aid (have them contact the Financial Aid Office)
  - Cost of HMC: approximately \$50,000. Over 80% of students receive financial aid.
  - CSS PROFILE deadline is Feb. 1
  - Merit Award information can be found on our website.
  - All other financial aid questions should be referred directly to the Office of Financial Aid at (909) 621-8055 or [financial\\_aid@hmc.edu](mailto:financial_aid@hmc.edu)

#### THINGS TO LOOK OUT FOR

- If you can't answer a question, direct students and families to (909) 621-8011 or [admission@hmc.edu](mailto:admission@hmc.edu)
- Try not to talk trash about our competitors!! Students may ask you about the experiences of your Caltech/MIT/Stanford buddies. Instead, try to focus conversation on HMC.
- Try to present a balanced point of view. If you had a poor experience with one department or extra-curricular activity while at HMC, you may have known classmates at Mudd who had good experiences with them.
- HAVE FUN AND BE YOURSELF!!!

## Key Themes and Messages

The following four key themes and messages represent the character of HMC, showcase the college's strengths, and respond to the needs and interests of our prospective families. Many other themes, messages and strengths exist at HMC, but in the context of a quick conversation at a college fair, we hope that you emphasize the following:

1. Undergraduate Focus

Many of the students you will be meeting are looking at lots of other colleges and universities. Unlike many of these schools, HMC is dedicated to undergraduates. Our students do not have classes taught by graduate students, they do not compete with graduate students for professors' time or attention, and all research and Clinic opportunities are reserved for undergraduate students. Please feel free to share your stories of professor relationships and the attention you received at HMC.

2. Research

Most prospective students are drawn to HMC by the research opportunities available to them. Our students are required to do at least 1 year of research and many do much more than that, sometimes as early as their freshman year. In the summer of 2009, we had over 200 students on campus doing summer research. HMC spends over \$2 million per year on research, a per-student percentage that is unheard of in higher education. Finally, Clinic offers students the opportunity to interact with some of the leading companies in the fields of science and technology and work on real projects.

3. The Honor Code

Our honor code is unique in that it creates a sense of collaboration and trust unparalleled by most other competitive colleges and universities. Students have 24-hour access to most buildings on campus and many exams are take-home. We also do not grade on a curve, so students are not competing against one another for top grades but instead are encouraged to collaborate and work together. Our students are treated like adults and expected to treat their fellow students, the college, and themselves with integrity and respect.

4. Liberal Arts

Over 1/3 of our curriculum is in the humanities and social sciences! Unlike more strictly technical schools, we encourage our students to explore their interests in a more traditional liberal arts setting. And they can do so at both HMC and the other 4 Claremont Colleges. Our students take on average anywhere from 5-7 courses at the other institutions within the consortium. This emphasis on humanities and social sciences provide a balance to the technical education and gives our students stronger writing and critical thinking skills than their counterparts at other institutions.

## Admission Staff Travel

There are two important reasons why our admission staff travels all over the country. First, it is important to make personal contact with students and counselors nationwide. College fairs and high school visits allow staff members to educate students and counselors about HMC. Second, travel provides the Office of Admission with the names of interested students and first-hand information about their schools and communities.

Staff members plan travel by carefully researching data based on past applications, the current number of inquiries from specific areas, and evaluations of previous visits to that area. This plan is informed by larger admission directives, which determine which areas we will visit. If the traveler is new to the area, he or she will work with someone more familiar with the area or consult with other representatives to determine how to make the best use of his or her time in the region.

There are numerous factors, sometimes conflicting, that decide which regions and schools will be visited:

- The school regularly provides applicants.
- The school has not provided any applicants, but should be doing so.
- Last year, for the first time, a very strong student applied and matriculated.
- There are a number of students from the school that are in our inquiry pool.
- There is a relationship between the school and HMC.
- Demographic trends.
- The school has a large number of students of a particular population that the college is interested in promoting.

By late summer, admission staff members have determined which schools they will visit on their various trips around the country. For the Fall 2009 travel season, representatives from the Office of Admission will be visiting: the Northern California Bay and Sacramento areas, San Diego, Arizona, Colorado, Connecticut, Florida, Georgia, Hawaii, Illinois, Maine, Massachusetts, Minnesota, Missouri, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, Vermont, Washington, Washington D.C., and India, as well as local visits in the greater Los Angeles area.

## Office of Admission Staff 2009-2010

### **Thyra Briggs, Vice President and Dean of Admission and Financial Aid**

Oversees all activities, functions and personnel decisions within the Offices of Admission and Financial Aid.

*Travel territory includes Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, parts of Southern California and India.*

### **Peter Osgood, Director of Admission**

Supervises the professional staff of the Office of Admission; directs the operational calendar.

*Travel territory includes parts of Southern California, Hawaii, Maryland, Virginia, Washington D.C. and Washington State.*

### **Colleen Smith, Assistant Director of Admission**

Oversees publications and the Admission website; tour guide and senior interviewer coordinator.

*Travel territory includes Minnesota, New Jersey, Oregon, San Francisco and the East Bay, and parts of Southern California.*

### **Falone Serna, Assistant Director of Admission**

Oversees multicultural recruitment and several on-campus events, including On-Campus Day and the Fly-In Program; coaching staff and athletics coordinator.

*Travel territories include Colorado, Illinois, Indiana, New Mexico, Missouri, Texas, and parts of Southern California.*

### **Raissa R. Z. Diamante, Assistant Director of Admission**

Oversees blogs, evaluates the Office of Admission research and data, and responds to surveys; coordinates the Admitted Students Program; international student coordinator.

*Travel territories include Georgia, North Carolina, Ohio, Pennsylvania, Tennessee, San Jose, San Francisco Peninsula, and parts of Southern California*

### **Fiela Gutierrez '07, Admission Counselor**

Oversees college fairs, the overnight stay program and some on-campus events, including FAST; Alumni coordinator.

*Travel territories include Arizona, Florida, Nevada, Utah, Sacramento, San Diego, and parts of Southern California*

## 2009 FRESHMAN CLASS PROFILE

AS OF 8/27/09

### **GENERAL APPLICATION NUMBERS:**

Freshman Applications Received:	2340 (down 7.5%)
Freshman Admitted:	751
Admit Rate:	32%
Freshman Enrolled:	207
Yield Rate:	28%

### **FRESHMAN CLASS AT A GLANCE:**

#### Academics

SAT Critical Reading Middle 50%:	680-770
SAT Math Middle 50%:	740-790
SAT II Writing Middle 50%:	665-750
SAT II Math 2 Middle 50%:	760-800
ACT Composite Middle 50%:	32-35
Students in Top 10% of Class:	92%
Valedictorian or Salutatorian:	35%

#### Demographics

Male/Female Ratio	64%/36%
CA State Residents/Out-of-State Residents	36%/64%
International Students	7%

#### **Of US Citizens and Permanent Residents**

African American/Black	0.5%
Asian American/Asian	17.3%
Hispanic/Latino	5.8%
Native American Students	0.5%
White	62%
Other	2.4%
Unknown/No Response	3.4%

#### Departmental Interest

Biology	4.3%
Chemistry	7.2%
Computer Science	9.1%
Engineering	39.4%
Mathematics	11.1%
Physics	12.0%
Math/CS	2.4%
Math/Bio	2.4%
Chem/Bio	3.4%
Undecided	8.2%