

# Alumni Admission Program

Training Manual

2010-2011 Academic Year

## **IIT's Mission**

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

It is the intention of Illinois Institute of Technology to act in accordance with all regulations of the federal, state, and local governments with respect to providing equality of opportunity in employment and in education, insofar as those regulations may pertain to IIT. IIT prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status.

Illinois Institute of Technology is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

## Welcome

By serving as an IIT Alumni Admission volunteer, you are doing the work of vital importance to the university. As the number of high school graduates continues to decrease, the competition for attracting well-qualified students intensifies. Your contributions to our recruitment effort are likely to play an increasingly significant role in maintaining our enrollment position.

## Goals of Alumni Admission Program

- To expand the outreach capacity of IIT by developing contacts among alumni and prospective students.
- To encourage children of alumni, friends, and relatives to attend IIT.
- To encourage well qualified inquiries into applicants.
- To encourage applicants into matriculated students.

## AAP and How It Works

The Alumni Admission Program is a group of IIT alumni who volunteer their time to aid the recruitment efforts of the Office of Admission. Many AAP volunteers contribute by staffing college fairs, hosting or attending information sessions, receptions or summer send-off parties, as well as by staffing college fairs. In all of these settings, alumni help the Office of Admission maintain an intimate approach to the admission process by providing prospective students with the kind of personal contact that conveys a sense of IIT as a place of small classes and accessible faculty. We value greatly the contribution that our AAP volunteers make by generously giving their time, energy and talents to admission work.

## Role of Chairs

The responsibilities of the AAP Chair fall into several areas: understand your region(e.g., schools , volunteers, and assignments), follow up with admitted students, train volunteers in your region, and participate in local activities such as college fairs and send-off parties.

The foundation of the work in all of these areas is communication: the ability to manage the fluid exchange of current information amount your local AAP volunteers, the Office of Admission, and students and parents.

## Role of Volunteers

Graduates of IIT, as well as alumni of the graduate and professional schools (who know the undergraduate program well or are willing and interested to learn), are encouraged to join the Alumni Admission Program. We welcome alumni who are enthusiastic about their IIT experience and who look forward to working with prospective students and their families. AAP volunteers live in either committee or non-committee areas. Each committee area is served by a volunteer Chair who oversees recruitment activities in that area.

## **Timeline of Admission and AAP Activities**

### **September**

- Admission Counselors begin their fall travel season to the regional high schools and will begin to schedule regional meeting with Chairs in those areas.

### **October**

- Fall Discover IIT Day I for prospective applicants is held on Main Campus.

### **November**

- Early Decision (binding) applications must be postmarked by November 4.
- Fall Discover IIT Day II for prospective applicants is held on Main Campus.

### **December**

- Early Decision applicants receive admission decisions in mid-December.
- Early Action I (non-binding) applications must be postmarked by December 9.

### **January**

- Early Action I applicants receive admission decisions in mid-January.

### **February**

- Early Action II (non-binding) applications must be postmarked by February 3.
- Rolling Admission begins on February 3.

### **March**

- Early Action II applicants receive admission decisions in Mid-March.
- Contacts are sent from Academic Departments to admitted students.
- Look for follow up assignments from Area Chair.

### **April**

- Receptions for admitted students are held in cities around US(details to follow).

### **May**

- Ensure that the Office of Admission has your current contact information.
- All first-year admitted students must notify us of their decision to attend by May 1.

### **June-July**

- New students attend 2 day on-campus orientation sessions.
- We will send you the names of students in your area who have decided to attend IIT.

### **August**

- Alumni Office coordinates a number of send-off parties in U. S. cities.

## Overview of the Application Process

### Life Cycle of an Application

As a prospective applicant's credentials arrive throughout the year, we keep them until we receive the portions that need to be completed by the applicant. Here we get their personal information, an accounting of the extracurricular activities, and their essays. Once we have also received their teacher recommendations, high school information (including a transcript), and test scores (ACT or SAT I), we change their application status to "complete." The complete file is then forwarded to the applications Regional Counselor, who will be the first person to read that file.

After the first reader has read and evaluated a student's file, the application is forwarded to another Admission Counselor in the office. In most cases, the file then placed in a box according to the evaluations given by the two Admission Counselors. These evaluations include an alphanumeric rating (based on three axes: academic, personal/extracurricular, and fit for IIT), a written statement, and a decision recommendation. In some cases, the Associate Directors or Associate Vice President of Undergraduate Admission then makes the final decisions; in other cases, the application goes before a committee of the entire staff.

## Application Decision Types

### Early Decision

Early Decision (ED) application is for students who know that IIT is their top-choice school. Students may apply to other colleges, but may have only one ED application pending at any time. Knowing early on that you have already been accepted into your top-choice college can reduce the anxiety and stress of the college application process and is the major benefit of ED.

If admitted under ED, students are obliged to enroll at IIT, as long as their scholarship meets their need. Immediately upon acceptance of your ED admission offer, students must withdraw all other applications and make no subsequent applications.

### Early Decision I & II

Early Action I & II allows for students to get a guaranteed timeline on when to expect an admission decision. We will mail decisions for Early Action (EA) applicants on the dates indicated in the chart. EA is not binding, however it does allow you to receive your decision before rolling decision applicants. This does not affect applications to other schools.

### Rolling

Last application deadline extends through summer before Fall term. We mail rolling decisions within 2-3 three weeks of receiving all completed application materials.

## Info Cheat Sheet

Illinois Institute of Technology (a.k.a. IIT or Illinois Tech) is a private, PhD-granting institution located three miles south of downtown Chicago.

### I. Size & Stats

- 120-acre Main campus
  - Four square city blocks between 31<sup>st</sup> and 35<sup>th</sup>, Michigan Avenue and the Dan Ryan Expressway
  - Easily accessible by: Dan Ryan Expressway; Red and Green Line “L” train lines, and various Chicago Transit Authority (CTA) Buses
- 2665 Undergraduate students
  - Approx. 500 freshman and 100 transfers per entering class
  - 32% Female
  - Majority Illinois, but students from all 50 states and over 90 countries (16% international students)

### II. Academics

- Programs (for full list of majors, see handout). Approx.:
  - 60% in engineering (9 kinds)
  - 20% in architecture (5-year B. Arch, professional degree program)
  - 20% in business, psych, computer science, applied math, bio, chem., physics, political science, humanities, communication, and more
- All graduates receive a Bachelor of Science (B.S.) degree, with the exception of architecture students, who receive a Bachelor of Architecture (B. Arch)
- Minors & Specializations (for full list of minors and specializations, see the maroon bulletin)
  - Pre-med
  - Pre-law
  - Math & science education
- Why study these at IIT?
  - Introduction to the Profession (ITP)
  - Interprofessional Projects (IPROs)
  - Hands-on, project-based, real-world learning in academic setting
  - Small class sizes, personal attention – 10:1 :: Student: Faculty

### III. Student Life

- Housing: three residence halls + Greeks = 70%; off-campus apartments (upperclassmen only) + commuters = 30%
- 4 Men’s and 4 Women’s Varsity Sports Teams – NAIA Division 1
- Over 100 student organizations
- Study abroad

### IV. Applying to IIT

- Two deadlines types for admission – Early Decision & Early Action
  - Emphasize importance of deadlines for architecture.
- Rolling admission after that (notification within month of completed application)
- Deadlines for special programs and consideration for Camras/Crown scholarships.
- Must submit: application, essay, high school transcript, letter of recommendation, ACT/SAT scores; optional: project
- Average entering GPA: 3.84/4.0

- Recommended high school course-work:
  - 4 years of English
  - 4 years of Mathematics, including Pre-Calculus
  - 3 years of Science, including 2 years of labs
  - 2 years of Social Sciences
  - Computer, technology, and other courses recommended, but not required
  - Foreign language recommended
- Mid-50% ACT: 25-30 (SAT: 1130-1340)
- V. Tuition and Financial Aid
  - Tuition: \$31,363
    - Room & Board: \$9,834 - \$12,864 (typical for incoming student depending on room and meal plan selection.)
    - Books and fees: budget for about \$1000 - \$1500
  - About 97% of students receive some form of aid
  - Merit-based monies
  - Scholarships
    - Camras Scholars Program
    - Crown Scholarship (full-time architecture applicants only)
    - Partial tuition scholarships (see back of green financial aid booklet)
  - Need-based aid
    - FAFSA (after January 1<sup>st</sup> of your senior year; U.S. Citizens & PRs)
    - IIT's CPS Initiative (for CPS students with AGI >\$40,000)
- VI. The Value of an IIT education
  - Historically 89% job or graduate placement rate within six months of graduation
    - Internships and co-ops
    - Career fairs
  - Alumni network

**Want to learn more?** Fill out the "Request Information" form on our website or the inquiry card in your hand.

**Want to visit?** Come to an event (<http://admission.iit.edu/visit>) or meet with a counselor (call 312.567.3025 or 800.448.2329 to arrange).

**Want to apply?** You can apply online ([apply.iit.edu](http://apply.iit.edu)).

## Tough Admission Questions

### 1. What is the difference between ELECTRICAL & COMPUTER ENGINEERING?

**Electrical engineering** encompasses all engineering applications that utilize electrical phenomena, such as telecommunication, electric machines, electronics, power systems, audio and video systems, computer and information systems.

**Computer engineering** started out as an area of electrical engineering but has grown to become a discipline of its own. As its name implies, it deals with all engineering aspects of computer and information systems. Electrical engineers are expected to have certain level of knowledge of computers, but the reverse is generally not true. Essentially, computer engineering is a subcategory of electrical engineering.

### 2. What is the difference between COMPUTER SCIENCE,

### COMPUTER INFORMATION SYSTEMS, & COMPUTER ENGINEERING?

The main difference between **computer engineering** and **computer science** is that computer engineers concentrate on the hardware while computer scientists focus on software, although both need to have some knowledge of each. Computer engineering majors are required to take physics and engineering sciences courses but computer science majors take more mathematics instead.

The difference between the above two and **computer information systems** is less clear cut. When computers were first built, they were used to perform complex computations or to solve problems of numerical nature. In the process of performing computation, storage of numbers (and data) was an important component. It was then used to store information (generally treated as data) and quickly found applications in the banking, news, publishing, and many other industries. Today, computer and information systems are inseparable although one can easily tell whether a system has been implemented for scientific computing (the huge parallel machines found in research labs) or for processing, storage, and delivery of information. We need electrical engineers, computer engineers, and computer scientists (all of them) to work with any one of such diverse systems.

#### Summarizing:

**B.S. in Computer Science** - Focuses on the theory and practice of computer science. Emphasizes the design and implementation of sophisticated software systems.

**B.S. in Computer Info. Systems** - Focuses on the development of applications

software and implementing these applications. Emphasizes the use of computers as sophisticated problem-solving tools.

**B.S. in Computer Engineering** - Balanced focus on both computer hardware (EE)

and software (CS). Emphasizes hardware and the design and implementation of computers and computer-controlled systems.

### **3. What is the difference between BIOLOGY, MOLECULAR BIOCHEMISTRY & BIOPHYSICS, and BIOMEDICAL ENGINEERING?**

**Biology** is a fundamental science. It focuses on understanding how living systems operate. Students take courses on all aspects of living systems. Animals (zoology), humans (physiology), plants (botany), microbes (microbiology). It does not emphasize too much math.

**Molecular biochemistry and biophysics** is a very specialized degree in biology which focuses on the molecular (i.e. chemical) basis of living systems. It tries to use physics and chemistry to explain living systems. This degree requires students to have a firm basis in math, physics, and chemistry before they can truly understand how these disciplines apply to biology. Students learn state of the art techniques on how to utilize these disciplines in the lab to study biology.

**Biomedical Engineering** is not a science, whereas the above two are. It is an engineering degree. It tries to apply what is known about biology to practical applications for the benefit of mankind. It is more quantitative and device driven than the above two. For example, Biomedical engineers take what the biologists discover about tissues and in turn design new tissues for burn patients. Another example is they apply what is known about the biology of vision and try to make devices to cure the blind.

### **4. What is the difference between AEROSPACE ENGINEERING, MECHANICAL ENGINEERING, and MATERIALS SCIENCE ENGINEERING?**

**Aerospace Engineering** develops graduates with an understanding of aircraft and spacecraft design and analysis using principles of aerodynamics, structures and materials, thermodynamics and propulsion, and flight mechanics. This program is concerned with aircrafts and spacecraft.

**Mechanical Engineering** develops graduates with the ability to perform engineering design and analysis using the principles of solid and fluid mechanics, thermal, structural and control systems. This program relates to almost every industry such aerospace, power, process industries, manufacturing, electronics, etc.

**Materials Science Engineering** develops graduates who understand the structure, properties, processing, performance, selection, and service behavior of engineering materials including metals, ceramics, polymeric and composite materials. Essentially this program concentrates on knowledge and study of material properties, their performance, and the processing/manufacturing of them.

### **5. What is the difference between ARCHITECTURE, ARCHITECTURAL ENGINEERING, and CIVIL ENGINEERING?**

**Architectural Engineering** is structural in its emphasis, and includes fire protection, mechanical systems, air conditioning, heating systems, acoustics and the efficient design thereof. Architectural Engineering

focuses primarily on buildings (versus roads, bridges, etc.) encompassing a variety of disciplines including electrical, civil, and mechanical engineering.

**Civil Engineering** is the traditional engineering which oversees huge projects like dams and bridges, and brings science to bear upon the exploitation and control of large urban or natural environments-- hydraulics, transportation systems, etc. Civil Engineering may also deal with buildings, but is more inclusive than Architectural Engineering, since the CivE deals with bridges, transportation systems, etc.

**Architecture** focuses more on a more design-based curriculum. Although the architect is required to have a basic understanding of the roles of the engineers and various code requirements, the architect serves as the visionary. Architecture transcends both of the above insofar as the architect designs buildings, choosing features of style, proportion, scale, materials, and other matters related to the composition, sighting, and feel of the building. This is not to deny engineers the capacity to design beautiful structures (e.g., The Golden Gate Bridge) However, the architect is recognized among these three interrelated professions as the master of the arts.

\* For our collective purposes, it is essential that admission staff target what makes these highly complex professions exciting and compelling by virtue of their independent and different needs, demands, and rewards. Prospective students should be encouraged to think about their strengths--if they don't like to draw, but they love to build things and are strong in math, etc, then they should avoid Architecture and instead concentrate on CivE or ArchE.

## 6. Could you tell me exactly what a HUMANITIES degree is at IIT?

It is a very malleable program in that students can sample very broadly from all the humanities disciplines (history, philosophy, literature, communication) in a generalist approach, or they can concentrate 30 of their major's hours in one of these areas (except literature, for the time being) and do somewhat of a major-within-a-major. Whether general or concentrated, though, this degree, like our departmental faculty and the faculty at IIT in general, is strongly oriented toward science and technology and the way they interact with society. It is also excellent preparation for law or medical (with a biology minor) school, or for graduate work in the humanities, business, or social/behavioral sciences.

## 7. What is the difference between CHEMISTRY and CHEMICAL ENGINEERING?

**Chemistry** involves the discovery of materials or molecules that lead to an improvement or betterment of some aspect of life. **Chemical engineering** starts where chemistry ends. It involves the design of processes that can make the chemical in a larger scale (amount), more cost effective (economy), and in a safer, more reliable manner (quality).

\* If you love chemistry, but also enjoy math extensively, chemical engineering may be an excellent degree to pursue. If math interests you to a lesser extent, chemistry may be the best option for a major.

## **8. Why would I want to study BUSINESS at a technology school such as IIT?**

1. The business market is growing, not shrinking each year in the technology sector, so a business degree from a technology school is particularly attractive and will make you a more attractive candidate to companies when you graduate.
2. Every time a new product is designed/developed by engineers or scientists, it has to be taken to the market. Business people assist the scientists in effectively taking these products and processes from the lab into the world and marketplace. IIT students graduate with a better understanding of technology/business issues because of their close work for four years at an undergraduate institution with many engineers and scientists. In addition, all business students will work on two IPRO projects which gives the student real-world experience and perspective in that regard.
3. “Compelling Reasons” such as: a.) Geographic location; b.) High post-grad placement rate versus liberal art “typical” business schools; c.) Small class size;

## **10. Why would I want to enroll in the Pre-Law PROGRAM at IIT?**

### **1. Early exposure to law school.**

By studying at IIT as part of the Honors Law Program, you get early and helpful exposure to law school. This will prepare you for your law studies and give you a more accurate sense of what you can expect at law school.

### **2. Special law programs and opportunities.**

IIT Honors Law students are able to take advantage of a variety of opportunities including participation in the Honors Law Society, Mock Trial Association, and you can also take law classes specially designed for undergraduates and taught by law school professors.

### **3. Guaranteed admission to Chicago-Kent College of Law.**

Admission to the Honors Law Program guarantees admission to IIT’s law school, provided that you meet the minimum requirements for Chicago-Kent College of Law (3.25 undergraduate GPA, an LSAT score equivalent to the national average for the prior year, which is typically 155 and maintain a record consistent with character and fitness requirements of the bar examining program).

### **4. Technology as a strategic advantage for a law career.**

Breakthroughs in technology always lead to new opportunities in the field of law. Today, the process is moving faster than ever. A growing number of fascinating and rewarding legal specializations including patent law, reproductive technology, environmental law, communications law, and disability law rely on a background in science and technology.

### **5. Opportunity to complete an undergraduate and law degree within six years.**

The undergraduate education at IIT allows you to shape your education with a law career in mind. We've thought through our curriculum to facilitate a seamless transition from undergraduate to law school. Those interested in psychology, professional & technical communication, humanities, computer science, or political science can complete both degrees within six years, meaning one less year of tuition, one more year of earnings, and a quicker launch to a law career.

### **11. Why would I want to enroll in the PHARMACY program at IIT? Tell me about this program.**

This program is a dual admission program that we have in conjunction with the Chicago College of Pharmacy, which is housed on the campus of Northwestern University in west suburban Downers Grove, IL. You are admitted to both universities but conduct the process through the Office of Admission at IIT. You go 2 years to IIT and then complete the PharmD (Doctorate in Pharmacy) at the Chicago College of Pharmacy Campus for your final four years. The advantages of this program are:

1. You are guaranteed admission from high school into a PharmD program, so this is much better than a Pre-Pharmacy program where you would have to apply for entrance to a Pharmacy program during your sophomore year.
2. You don't have to take the PCAT, which is another barrier to admission. This will save you time and money.
3. Every year competition to gain entrance into Pharmacy programs is increasing dramatically. You can "lock in" with respect to entrance by getting into our program. This will enhance your control of your academic and career future while you're a senior in high school.
4. You will save time, money, and reduce anxiety since you won't have to go through the Pharmacy School application process during your sophomore year of college.

### **12. What are the degrees offered in IIT's UNDERGRADUATE BUSINESS PROGRAM?**

BS Business Administration

BS Business Administration and Applied Science

### **13. What is VANDERCOOK SCHOOL OF MUSIC and describe its relationship with IIT? Can I get a minor in music at IIT?**

**VanderCook School of Music** is a college affiliated with IIT that generally graduates students who want to teach music. They offer both Bachelor and Master degrees. IIT students are allowed to take any class at VanderCook as long as they have met the prerequisites.

**Costs:** IIT students are charged a \$320 fee to take a class at VanderCook, which allows you to take as many courses as you want (with exception of private lessons-1 area only).

**Can I minor in a music program?** Students can minor in music at IIT via VanderCook. Any classes a student would take at VCM, IIT gives them credit for. However, with respect to music minor, there are specific courses that the student needs to take, and they generally are NOT performance courses.

Extra curricular activities at VanderCook include jazz band, philharmonic strings, band, choir, and various ensembles. These are actually classes at VanderCook so a student would be awarded a credit for taking those classes.

About 30 IIT students are involved with VanderCook for the Fall 2010 semester. This means that these IIT students took classes, private lessons, or joined an ensemble.

Piano and guitar are the two most popular classes or lessons that IIT students want to take. We have set aside two classes for just IIT students interested in those instruments. So there is an IIT only piano class and an IIT only guitar class.

## Contacts

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