

Communicating with College Representatives:

During the year, you will have opportunities to correspond with admission representatives from colleges and universities at college fairs, university-sponsored events, and at colleges' visits to Baylor's campus. To make the most of these opportunities, it is a good idea to have an idea what to say to them, and how to say it.

Communicating via Email:

- 1.) When sending an email to an admissions rep (or anyone from a college or university) it is a good idea to **use the traditional format for written correspondence**.
 - a. Your email should begin with a salutation or greeting (for example, "Dear Ms. Smith" if you know the specific person you are emailing, or a simple "Hello," if you are unsure with whom exactly you are communicating).
 - b. Likewise, your email should end with a closing and your name (for example, "Sincerely, (Your Name)")

- 2.) When composing an email, you should also **pay attention to grammar, spelling and proper usage** of the English language. You are writing to a person who may be making judgments about your admissibility. Put your best foot forward! Do not USE ALL CAPS, substitutions (using 'u' 2 make things quick is not the same as using 'you' to be correct; if ur doing this via email, stop!), or other weird internet language (lol, hahahahahaha, tx, btw, j/k, omg, etc.)

- 3.) Before you email a very busy admissions rep with a question, **be certain that the answer you're seeking isn't one you can find on your own**. Deadlines, scholarship amounts, and basic academic and admissions information can all be found with some simple research on a university's admissions website.

Not So Good	More Appropriate
<p><i>Subject: Hey</i></p> <p><i>can u tell me how 2 apply to ur school? i no I asked u abt this when I met u last week but I forgot lol ha ha ha. pleeease help</i></p> <p><i>Stu</i></p>	<p><i>Subject: Question About Early Action and SAT</i></p> <p><i>Dear Ms. Smith,</i></p> <p><i>I really enjoyed talking with you during your visit to Baylor School last week. I understand that the Early Action deadline is November 15th, but I am unsure whether my November SAT score can be considered as part of my Early Action application. Could you help me clarify this?</i></p> <p><i>Thank you,</i></p> <p><i>Student</i></p>

In person:

- 1.) It is always polite to shake hands, make eye contact, and introduce yourself. Tell the rep your name and what grade you're in.
- 2.) Do not monopolize the person's time at a school visit or college fair, especially if you notice that others are waiting.
- 3.) Try not to be intimidated by admissions officers. They work in college admissions because they enjoy interacting with students (and people in general). It is also their job to talk with you and help you learn about their school, so don't worry about trying to be impressive.
- 4.) If you need help thinking of what to say to a rep, you might like to come up with a list of a few go-to questions you can ask to get the conversation going:
 - a. How would you characterize the type of student who is happy at your school?
 - b. In your opinion, what makes this school unique or distinctive from others like it?
 - c. I am really interested in studying (biology, English, studio art, etc.). Can you tell me about something that makes your (biology, English, studio art, etc.) unique?
 - d. I am really interested in (learning to knit, continuing my community service, singing in an a cappella group, learning Farsi, studying in France). Can you tell me about opportunities I might have to (learn to knit, engage in community service...)?
 - e. I've never been to (Gettysburg, Knoxville, Gambier, Conway, Los Angeles, New York City). Can you tell me more about the area and what it's like to be a student there?
 - f. What percentage of the student body lives on campus? What percentage would you estimate leaves campus for the weekend? (If a residential campus is important to you)
 - g. Can you tell me about a popular school tradition?
 - h. What were some of the best-attended or most popular events on campus this year?
 - i. Is there a Greek system on your campus? What percentage of students participate in it? What social opportunities are there for students who do not wish to participate in the Greek system? What effect does Greek life have on the day-to-day experience of Greeks and non-Greeks/independents?
 - j. Does your school have a church or religious affiliation? Which one? What impact do you think this affiliation has on students' social and academic experience? How comfortable is the campus environment for those who are not part of this church or religious group?
 - k. How big is the biggest class offered at your school?

1. Can you tell me about an issue that has been controversial on campus this year?

Other forms of Communication:

Texting: It is generally inappropriate to text an admissions officer unless they have asked you to or reached out to you via text first. This is a much less effective method of communication than phone, email, or in-person contact.

Social Media: Be judicious about communicating with admissions reps via social media. Some will have ‘official’ Facebook/Instagram/Twitter pages that they use on behalf of their school; it is appropriate to communicate via these. Remember, however, that if you ‘friend’ an admissions rep, *they can see all of your Facebook/Instagram/Twitter content*. Some schools use Tumblr blogs to take questions from prospective students; this is obviously an appropriate way to communicate *if* you are OK with your question being posted publicly.

When in doubt, call the admission counselor’s office phone number or send them an email.