

MART

Marist Alumni Recruiting Team

Training Manual

The information contained in this manual is intended solely for training purposes. The majority of the content within this manual was drawn from the Marist Web site (www.marist.edu). If you have specific questions about any of the information in the MART training manual, please contact the Marist Admissions Office at 845-575-3226.

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Admission Requirements

Aside from our paper application, the Marist application is available on our Web site at www.marist.edu/admissions. Marist will also accept the common application.

A typical candidate for admission to Marist College will rank in the top 30% of his or her graduating class and hold a recalculated grade point average of 3.3/B+ or better.

Candidates should meet the following requirements:

- 4 years of English
- 3 years of Science
- 3 years of Math
- 2 years of Social Sciences
- 1 year of American History
- 2 years of a foreign language
- 2 years of electives

The quality or difficulty level of each class is taken into account as well. Last year the average admitted student typically took 8 honors and 4 Advance Placement courses.

SAT scores, while not as important as the high school transcript, are usually 1650 or higher.

The student's essay, leadership qualities, and high school activities are also important.

2008 Average Candidate

This year's freshmen include over 1,000 students from all corners of the map. In the Midwest, students enrolled from Illinois, Indiana, Michigan, and Ohio; on the West Coast from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Oregon, and Washington; and from the South, Florida, Georgia, North Carolina, Tennessee, Texas, and Virginia.

GPA: 3.1 – 3.7 (Recalculated)

SAT 1: 1710 - 1910

ACT: 24 - 28

Rank: 75% in Top 25%
96% in Top 50%

*These numbers represent the middle 50% of accepted students.

Deadlines

Early Decision: November 15

Marist offers an Early Decision option for students who know that Marist is their first choice. Early Decision is a binding program, meaning that students who are accepted are bound to attend Marist and must withdraw all other college applications. Students are notified of an admission decision by December 15th.

Early Action: December 1

Marist offers an Early Action option, in which the student is not limited to Marist as his or her sole choice. The deadline for Early Action is December 1st and notification is mailed by January 30th. Students have until May 1st to submit their enrollment deposit, after which it becomes non-refundable. In years past, nearly 50% of the freshman class was accepted through this program.

Regular Decision: February 15

All other students should apply under Regular Decision. The deadline for Regular admission is February 15th. Students who are admitted through Regular Decision have until May 1st to decide to attend Marist and submit their enrollment deposit. This deposit is non-refundable after May 1st.

Merit Scholarships

Academic Merit Scholarships (Financial need not required)	General Eligibility Requirements		Amount Awardable (Renewable each year for four consecutive years*)
	Minimum GPA	Minimum SAT/ACT	
Presidential Scholarship	4.0	2050/31	\$12,000
Presidential Scholarship	3.6	1950/29	\$10,000
Marist College Scholarship	3.3	1800/27	\$8,000

Academic awards are made at the discretion of the scholarship committee. General eligibility requirements for a scholarship do not guarantee admission. Students will automatically be considered for a Merit Scholarship upon acceptance to Marist College.

*Annual renewal is contingent upon the recipient meeting the specified cumulative 2.85 and full time (minimum 12 credits) GPA requirement each semester.

Tuition and Fees

Application Fee	\$50 (one time fee)
Enrollment Deposit	\$500 (Resident & Commuter)
Books and Expenses (annual-approximate)	\$2,000
Learning Disability Program (annual)	\$3,600
Tuition (annual)	\$25,100
Room (annual)	\$6,910
Board (annual)	\$3,820
Fees (registration, activity, insurance, orientation)	\$586
Total tuition, room, board, and fees	\$42,566

Need-Based Financial Aid

In order to qualify for need-based aid, you must demonstrate that without financial assistance, you could not afford to attend Marist. The College determines your "need" by evaluating the information you provide when you complete the FAFSA. (Free Application for Federal Student Aid) The formula used to determine financial need is: Cost of Attendance minus Estimated Family Contribution equals Need). Need-based programs include grants, certain loans, and student employment. The only form you need to fill out to be considered for need-based aid is the Free Application for Federal Student Aid (FAFSA). The Marist College code for FAFSA is 27625.

Visit Program

The Office of Undergraduate Admission offers a two-and-a-half-hour visit program throughout the year. The program includes student-guided tours of campus and information sessions presented by an admission counselor. The tour provides a first-hand look at the library, cafeteria, student center, classrooms, dorm rooms, and athletic facilities. Tours are approximately one hour to one- and a-half-hours in length depending upon the guide and people in each tour. When the tour is over, guides bring the families back to Admissions and if they still have questions, a staff member is happy to answer them. The Group Information Session is a one-hour multimedia presentation that includes a thorough overview of the college, its major fields of study, campus activities, and general guidelines for admission. Information Sessions are conducted in our theater-style presentation room.

We request reservations; they can only be made by telephone. Weekends and school holidays are the most requested visit days. Please tell families they should call early to ensure space. The Admission Office can recommend local hotels and help with directions. Confirmations are emailed and we request that families arrive 20 minutes prior to the start of the session. If families want to meet with faculty or sit in on a class, the Admissions Office will direct them to the appropriate school or person. Currently, we do not offer on-campus overnights. However if a student is traveling from such states as California, Hawaii, etc. we would try to accommodate.

Summer Pre-College Program

The Summer Pre-College Program takes place over two weeks in July. With programs in Business, Creative Writing, Criminal Justice, Environmental Science, Fashion, Gaming and Sports Communication, students can earn 3 credits and get a taste of life at college and at Marist.

Frequently Asked Questions

Who is eligible for Summer Pre-College? The program is geared towards rising juniors and seniors in high school. Rising sophomores and graduating seniors may still apply, and will be reviewed on a space-available basis.

How do interested students go about the application process? Prospective students shall submit a completed application, official high school transcripts, one letter of recommendation from a teacher, guidance counselor, or employer, and a short essay about their interest in a Marist Summer Pre-College program.

When is the application deadline? Acceptance into the Summer Pre-College Program is based on a first come first serve bases, with a preferred deadline of May 15. Applications received after this date will be reviewed on a rolling, space-available basis.

What is the cost of Summer Pre-College at Marist? The 2009 cost will be \$2900, which includes tuition & fees, housing & all meals, field trips, and all course materials. Students may wish to bring funds for incidentals, shopping at the Marist Bookstore or the local mall, souvenirs, and any personal items they wish to purchase.

Are any types of financial aid available for prospective students? There is no funding available.

Are the students supervised? In order to gain the most of campus life at Marist College, students will be supervised by Residential Assistants, whose primary goal is to make sure the students are safe, and to provide them with wholesome recreational and social activities. Adults will oversee the students 24 hours per day.

Where do they live? Where do they eat? Students will live in Marist College's dorms and eat in the Marist cafeteria. They will also have opportunities to play at Marist's McCann Recreation Center and study in the James A. Cannavino Library.

How hard is the work? They will be tackling college level material. They will be challenged, but also encouraged in their learning experience by faculty instructors dedicated to helping them. This program will provide a strong idea about what college work will be like.

Schools & Majors

Marist has 33 different majors that fall into six schools, with a variety of concentration areas and pre-professional programs available. Marist also offers Master's degrees in the areas of Communication, Business Administration, Public Administration, Educational Psychology, Psychology, and Computer Science.

School of Communication and the Arts

- **Advertising** – Hands-on internships with newspapers, magazines, transit, TV, radio, and Internet companies. Advertising majors have gained employment as account executives, media buyers, researchers, designers, artists, and copywriters.
- **Communication Studies** - Designed to provide students with pragmatic preparation with the dynamics of human interaction.
- **Journalism** - Designed to stir the student's spirit of curiosity, resourcefulness, and concern for the issues of the day. Students practice the fundamentals of thorough newsgathering, and concise writing while they also study the history, literature, and law of their field.
- **Gaming/Interactive Media** – Gaming/Interactive concentration emphasizes both multimedia communication and video gaming through design and production.
- **Public Relations/Organizational Communication** - Gives students a look at the principles and practices of the public relations field. In doing so, students study the importance of internal and external communication in organizations, PR theory, the history of PR, PR specializations, PR writing, and PR case studies.
- **Radio/TV/Film** - For students interested in learning more about the electronic and film media surrounding us. The curriculum offers a balance of theory and practice for a wide variety of careers in mass communication including on-air performance, behind the scenes writing and producing, and criticism of radio, television, film, and new technologies.
- **Sports Communication** - Requires the students read and analyze sports in new ways, critically examine the role of sports in society, and consider such areas as gender, race, and public policy in the context of sports.
- **Digital Media** - Allows students the opportunity to explore, in depth, the new and exciting field of digital media under the guidance of recognized working artists, designers, and educators.
- **Fashion Design (Portfolio Required)** - Students develop skills in design, textiles, draping, and flat pattern making, garment construction, and computer-aided design.
- **Fashion Merchandising (Portfolio Required)** - Concentrates on the planning, procurement, and sales aspects of the fashion business. *Fashion merchandising majors receive a business major.*

- **Fine Arts -*Art History***: Students will explore the wide history of visual arts from pre-historic caves and pyramids of Egypt, to the challenging and exciting creations of modern and contemporary art.
Studio Art: This area combines a broad-based training in visual arts with a traditional liberal arts education. Students can study one of five tracks: Digital Media, Drawing, Graphic Design, Painting, or Photography.

School of Computer Science and Mathematics

Marist has a joint study agreement with IBM that allows these students access to the most up-to-date computer equipment and state-of-the-art internship opportunities.

- **Applied Mathematics** - This program provides a strong foundation in traditional mathematics and addresses the needs of those interested in scientific or operational applications of mathematical techniques. Students in the major can also pursue a secondary school provisional teaching certification.
- **Computer Science** - Students who study Computer Science have access to one of the most technologically advanced departments at a liberal arts institution in the nation. All professors in computer science are full-time faculty and offer students access to a full spectrum of state-of-the-art equipment.
- **Information Technology & Systems** - Information Technology and Systems (ITS) is an exciting new major that combines the best of Information Systems and Information Technology. ITS provides a common foundation in computing and business before branching into two concentrations: Information Technology (IT) and Information Systems (IS).
- **Mathematics** - This program teaches students critical thinking and problem-solving skills that can be applied with the discipline of mathematics into a wide variety of other areas. Students can pursue a secondary school provisional teaching certification.

School of Liberal Arts

- **American Studies** - An interdepartmental program involving history, politics, law, literature, philosophy, religion, art, and music. American Studies allows students to transcend narrow disciplinary boundaries in exploring a broad interplay of ideas and events that have shaped the American past.
- **English - *Literature/Writing/Theatre***
Our curriculum provides solid training in the skills of interpretive reading, oral self-presentation, and writing through a trio of courses required in the freshman/sophomore years in literary analysis, drama, and dramatic performance, and the varieties of writing.
- **Modern Languages - *French/Spanish***
Communication through a language is at the core of human experience and the study of foreign language provides a powerful key to successful exchanges. The department particularly encourages all language students to study abroad.

- **History** - This department sees its mission as one of enabling students to make sense of the world that they are inheriting. The history major systematically exposes students to three principle culture areas: Unites States, Europe, and the Non-Western World.
- **Philosophy** - The study of critical reflection on issues of value assessment, methodologies, and transcendental human concerns through core courses and electives of philosophies and religious studies.
- **Political Science** -This area aims to provide students with a basic understanding of political systems, major political beliefs, and the fundamental process of politics and governing. Unique opportunities include: the Marist Poll (MIPO), the Albany Semester, the Washington Semester, Marist Abroad Program, the Pre-Law program, plus concentrations in Paralegal Studies, Public Administration, Public Opinion, and International Studies.
- **Pre-Law** -Although **NOT A MAJOR**, this course of study prepares students for continuing their studies in Law schools across the nation. Pre-law students come from many major areas. One hundred percent of these students are accepted to law school.

School of Management

Marist is the first College in NY to offer an online Master's in Public Administration and a Master's in Business Administration.

- **Business Administration** - This program is fully accredited by the AACSB International (The Association to Advance Collegiate Schools of Business). Students can focus in International Business, Finance, Marketing, or Human Resource Management.
- **Accounting** - The program is designed to prepare accounting graduates to progress into management positions in business and industry, public accounting, and governmental units. *There is an option to complete a five year MBA of accounting program.*
- **Economics** - This course of study is a broad-based degree that offers a strong foundation in macro and micro economic theory, and the application of this theory in environmental, financial, public, and international economics.

School of Science

- **Athletic Training** – A fully accredited program that includes over 500 internship hours working with our Division I athletes. Athletic Trainers are responsible for prevention, care, assessment, treatment, and rehabilitation of injuries and illness for the physically active.
- **Biochemistry (B.A.)** - The mission of the Department of Chemistry and Physics is for students and faculty to acquire a better and systematic understanding of the Physical World, and to disseminate new discoveries to the greater scientific community.

- **Biology** - Students in this area of study may select a career path in various health professions ranging from medicine, dentistry, podiatry, veterinary medicine, optometry, pharmacy, physical and occupational therapy, physician assistant, and other allied health professions.
- **Biomedical Sciences** - This curriculum is an interdisciplinary science program that includes core courses in biology, chemistry, and physics.
- **Chemistry** – The mission of the Department of Chemistry and Physics is for students and faculty to acquire a better and systematic understanding of the Physical World, and to disseminate new discoveries to the greater scientific community.
- **Environmental Science & Policy** - This program helps students acquire an understanding of the natural environment and how humans interact with, and alter natural habitats and processes. Programs offered in Policy, Biology/Chemistry.
- **Medical Technology** - Students are broadly educated in the Liberal Arts while taking courses in Biology, Chemistry, Math, and Computer Sciences, to prepare for advanced clinical courses. Students complete internships at local hospitals before graduation.
- **Pre-Medical Programs** - **Although NOT a MAJOR**, this program will prepare students for postgraduate study in the health sciences. Most students who seek to enter the graduate and professional programs in health sciences major in Athletic Training, Biology, Chemistry, or Medical Technology.

School of Social and Behavioral Sciences

- **Criminal Justice** - Courses focus on the study of crime from a variety of perspectives: cause of crime, societal reaction, judicial processing, and treatment of offenders, as well as the philosophy of the practice of social control and the administration of criminal behavior. *There is an option to complete a five year Master of Public Administration.*
- **Psychology** – This curriculum stresses personal development and the development of a worldview grounded in a deep sense of personal values.
- **Psychology/Special Childhood Education (Elementary Education)** - Students in this area earn a degree in Psychology and earn New York provisional teacher certification for Special and Elementary Education (grades 1-6). Students can apply for a fifth-year Master’s Degree also offered at Marist.
- **Social Work** - The mission for the Social Work Program is to prepare students for entry-level social work practice as generalists who are able to apply a broad base of knowledge within the context of an acknowledged value structure consistent with social work principles and traditions, using a range of skills, techniques, and strategies.

Clubs & Activities

Marist has over 80 clubs and organizations that are organized into six advisory councils by area of interest: Co-Curricular, Production/Performance, Honorary/Professional, Sports, Social/Service, and Greek. The following is a synopsis of some of the most popular clubs at Marist.

Dance Club

The Dance Club is completely student-run. Currently, there are approximately 350 members. The members range from those who have been through professional training to those who have never taken any sort of dance class. Open dances are available to anyone in the club and closed dances have dancers that are chosen by the choreographer. The dance club performs each semester. A student choreographs every dance in the show.

Dance Team is a select team chosen based upon tryouts. They perform at select home football and basketball games. This is separate from the dance club. This team holds regular practices.

Marist Band

The Marist College Band involves approximately 140 students performing in a variety of twelve ensembles. The band performs at home football games, home basketball games, Marist basketball games at Madison Square Garden, and at the MAAC Championship Basketball Tournament that occurs the first weekend in March. Membership in this large ensemble entitles the student to participate as a member of the Brass Ensemble, Low-Brass Choir, Flute Choir, Woodwind Ensemble, Woodwind Quintet, Musical Theater Pit Orchestra, and the Jazz Band known as the "Jazz Foxes." Other ensembles that flourish under the 'umbrella' of the Marist College Band include the Hand Bell Choir, Guitar Ensemble, and a variety of 'Rock' Bands.

Marist Singers

The Marist College Singers organization involves over 200 students performing in a variety of ten ensembles. It performs full choral concerts from the standard repertoire of choral concert literature, tours both here and abroad, and is the centerpiece of the College's annual Ecumenical Service of Lessons and Carols. Membership in this large ensemble entitles the student the right to *audition* for membership in Chamber Singers, Gospel Choir, Chapel Choir, Time-Check, and/or The Sirens.

MCCTA (Marist College Council on Theatre Arts)

MCCTA is Marist College's theatre club. MCCTA averages 6-8 productions per year, along with several community service activities and two HuMarist (Improv Comedy) shows. It is completely independent of any academic major and welcomes members from all academic disciplines. The proximity of New York City allows MCCTA to hire professional directors, choreographers, and musical directors for all Main Stage dramas and musicals.

MCTV (Marist Television Station)

This campus-wide television station keeps the students updated about the latest news, controversies, etc. Each week MCTV News brings the students news from the campus, with exclusive footage that only MCTV has access to. Along with on-campus news, they also bring local stories from the Poughkeepsie area and some national news. MCTV was the Marist College 2003-2004 Club of the Year.

The Circle (Newspaper)

The Circle is the student newspaper of Marist College. Published weekly (every Thursday), the newspaper serves the college community and has a circulation of 2,000. The Circle is fully staffed by undergraduate Marist students and is advised by Professor Modele Clarke. The Circle utilizes professional publishing software and has evolved into a full-sized broadsheet newspaper. In 2004 The Circle received a First Place award in the American Scholastic Press Association's annual newspaper competition.

WMAR (Radio Station)

WMAR is a student-run, non-commercial, on-campus FM radio station. WMAR is receivable around campus at 88.1 on the FM dial. The radio station is also accessible internationally via the Internet. WMAR has also added an AM sister station to serve as an outlet for our sports broadcasts. The new AM station is at 1630 on the AM dial.

Hockey

Marist College offers an intercollegiate, club hockey program. Hockey qualified for the ACHA Nationals twice, finishing with the #3 ranking in 1996 and #7 in 1998. They also won the league title in two of the past five years. The home rink is less than a mile from campus. Questions should be forwarded to icehockey@marist.edu. There are no athletic scholarships available for club sports.

Ski Team

The ski team races in slalom and giant slalom. There is both men's and women's ski teams at Marist. The team is chosen each year based on tryouts that typically take place the first weekend after Thanksgiving break. Races are typically held at [Mad River Glen](#), [Middlebury Snow Bowl](#), [Killington, Pico](#), and [Mount Snow](#). Elected team captains manage the Ski Team and organize travel and competition. A few of the ski team competitors are: Brandeis, University of Maine, University of New England, University of Rhode Island, Springfield, Vassar, Wesleyan, Castleton State, and Yale.

El Arco Iris Latino

El Arco unifies and strengthens the presence of the Latin community of Marist College. To define what El Arco Iris Latino is would be to define what the club is about - a rainbow - a mixture of all cultures. El Arco Iris Latino creates a mixture of community service with different social events, bringing together the students at Marist College, while creating a mixture of all cultures together helping one another.

Asian Alliance

The Asian Alliance at Marist College is a student-run club that strives to promote diversity, integrity, and unity. It sponsors events such as sushi demos, Chinese writing workshops, faculty-student forums, and Asian-themed field trips.

Black Student Union

The Black Student Union is a club whose mission includes helping with the adjustment of African American students at Marist College. The BSU upholds past traditions that gave back to the community through community service, lectures, movie nights, and many more events. Each year they try to bring something new and exciting to the Marist community.

SGA (Student Government Association)

The Student Government Association (S.G.A.) is the group responsible for making student decisions which transcend the jurisdiction of the student body, and which have taken on extreme significance, or which involve serious issues with faculty, staff, or administration of the college. It charters clubs and organizations. The S.G.A. serves as the medium for communication between administration, faculty, students, and student groups. It is also a conduit for information from students and student groups to the administration and faculty.

Habitat for Humanity

Habitat for Humanity is a community service organization that renovates and builds homes with the goal of eliminating poverty housing from the world and providing decent shelter for all. The Marist College chapter builds throughout the year in and around the town of Poughkeepsie. They are always looking for new members and new fundraising ideas.

Cheerleading

Cheerleading is a co-ed club sport. Cheerleaders perform at Marist College home football and basketball games. They also travel to perform at the MAAC Championship Basketball Tournament. The cheerleading squad also competes in national competition. Tryouts are held in the fall; therefore, freshmen are eligible to participate.

Athletics

Marist has 23 NCAA Division I teams, all of which (except for football) compete in the MAAC (Metro Atlantic Athletic Conference): Baseball, Basketball - M & W, Crew - M & W, Cross Country, Diving- M & W, Football, Lacrosse – M & W, Soccer – M & W, Softball, Swimming – M & W, Tennis – M & W, Track – M & W, Volleyball, and Water Polo.

To reach coaches, interested students can call 845-575-3304.

Frequently Asked Questions

1. Is Marist a Catholic school?

No - Though started by the Marist Brothers, Marist has been a private school since 1969.

2. Location?

Marist's 180-acre campus is located in Poughkeepsie, NY, on the banks of the Hudson River, about half way between New York City and Albany.

3. Requirements for admission?

Please see the Admission Requirements section of this manual.

4. How many students attend?

4100 undergraduates attend Marist - about 2,000 students are in graduate programs at Marist.

5. Percentage of students that live on campus?

About 70% of Marist's undergraduates live on campus. More than 95% of freshmen are resident students.

6. Is Marist a suitcase school?

No. Most Marist students live on campus and of those that do, about 90% stay on campus on the weekends.

7. Student/faculty ratio?

Marist's Student to Faculty ratio is 15:1

8. Male/ female ratio?

Marist's Male to Female ratio is 45% males and 55% females

9. Average class size?

The class sizes at Marist vary, averaging anywhere from 18-24 students with a maximum of 35 students. There are no lecture hall classes at Marist, and all classes are taught by professors (no T.A.s or grad students teach classes here).

10. Graduation rate?

Marist's cohort graduation rate is 75% (the national grad rate is about 46%).

11. Average financial aid package?

There is no average award amount because Marist's financial aid packages are based on information supplied on the FAFSA (family need).

12. How much does Marist cost?

The cost for the 2008-2009 academic year (tuition, room & board, and fees) is \$36,326.

13. Do you have Open Houses for prospective students?

No, we offer an Open House in the spring for accepted students. Marist does offer info sessions and tours by appointment 7 days a week in the fall, Monday- Friday and select Saturdays in the spring, and Monday-Friday in the summer. Please see the Visit Information section of this manual for more information.

14. Do you have overnights?

Marist does not offer overnight visits.

15. Do you offer interviews?

Marist does not offer admission interviews. Students should use their essay as a forum to tell the admissions committee about themselves.

16. What sports do you offer?

Marist has 23 NCAA Division I teams:

Baseball
Basketball-M
Basketball-W
Crew-M
Crew-W
Cross-Country-M
Cross-Country-F
Diving-M
Diving-W
Football
Lacrosse-M
Lacrosse-W
Soccer-M
Soccer-W
Softball
Swimming-M
Swimming-W
Tennis-M
Tennis-W
Track-M
Track-W
Water Polo
Volleyball

17. What kind of internships do you have?

Nearly every major at Marist offers internship opportunities either locally (i.e. at IBM for Computer Science majors), in New York City (i.e. at MTV for Communication majors), nationally (i.e. at the CIA in Washington D.C. for Criminal Justice majors), or even internationally for students who go abroad. For more information, please contact the Center for Career Services.

18. What is there to do on campus/in Poughkeepsie?

With over 80 clubs and organizations for students to join, there is always some event happening on campus. The College Activities office and Student Programming Council schedule programming on campus as well – singers, songwriters, open mic nights, coffeehouses, battle of the bands, magicians, comedians, and music concerts in the gym are just some of the on-campus entertainment. They also sponsor trips to Broadway shows, Yankees games, Six Flags, and more.

19. Are freshmen allowed to have cars?

No. There are taxis, a bus system, and a train station in Poughkeepsie that runs Metro-North and Amtrak to NYC and Albany.

20. Scholarship info?

Please see the section on Merit Scholarships in this manual. In addition to Merit scholarships, Marist offers scholarships in 21 of its 23 DI sports (decided by the individual coaches) and music scholarships by audition (decided by the head of the music department).

21. Is housing guaranteed?

Housing is guaranteed for freshman and sophomore years, after which it is based on a points system – not a lottery – students earn points for campus involvement, GPA, and can lose points for violation of college policy. About 90% of upperclassmen that request on-campus housing do receive it.

22. What is your minority student percentage?

About 13% of Marist students declared themselves as a member of an ethnic minority on their application. This is higher than the average number of 4-6% for other small liberal arts schools.

GUIDELINES & BEST PRACTICES

The Guidelines and Best Practices for MART is a joint effort of the MART Advisory Committee (‘M’AC) and the Undergraduate Admissions Office (UAO). The goal of this document is to provide guidance to members in their work with MART. We attempt to cover both basic and specific topics, as the document is intended for both experienced and new members.

MART Mission/Goals/Activities

MART’s mission is to assist the Marist admissions community in its efforts to enroll superior undergraduate students. Marist seeks to attract applicants whose academic performance and abilities indicate a strong likelihood of continued academic success; whose interests reflect the breadth of Marist’s programs; whose personal qualities and achievements show promise for contributing to the quality of life at Marist; and who reflect a wide spectrum of geographic, socioeconomic, racial, and ethnic backgrounds. We are most concerned with the quality of the applicant pool, and seek to select and enroll the “best” of these students.

Among other activities, members:

- encourage qualified students to investigate Marist, visit campus, and apply
- represent Marist at local college fairs
- attend/assist with local prospect programs
- host applicant/admitted/entering student receptions
- assist with multicultural recruitment efforts
- personalize the admissions process by contacting applicants
- encourage students accepted for admission to choose Marist

MART General Chairs and Committee Chairs are the leaders of the organization at the local level. In addition to the activities listed above, MART General Chairs/Committee Chairs work to:

- train committee members and serve as the communications link between UAO and volunteers
- manage the applicant assignment process for alumni contact meetings
- recruit new members and manage a committee
- coordinate other recruitment activities, including college fairs, prospect programs, and events for admitted and enrolling students

Guidelines/Best Practices

I. General Thoughts:

1. Your enthusiasm for Marist is a key element of MART’s success. Don’t hesitate to share a favorite Marist memory with a prospective student. Enthusiasm is contagious!
2. Please be certain that you are conveying accurate information about Marist. Keep yourself as informed and updated as possible. Read the informational literature sent to you by UAO (the Viewbook), plus check out the Marist (<http://www.marist.edu/>) and MART (<http://www.marist.edu/admission/mart>) Web pages. We particularly encourage

you to review the sections titled *Contact Tips & Advice* and *Prospective Students FAQ* on the MART home page. You are also strongly encouraged to attend regional Marist events (trainings, admissions information nights for prospective students, regional receptions, etc.) to assist you in your dialogue with applicants.

3. You are responsible for keeping your contact information up-to-date, communicating with your chairperson, and maintaining an active e-mail account.
4. Remember that your MART Contact Meeting is very likely to be the most personal part of a very difficult and sometimes-impersonal admissions process. Well-conducted, courteous, informative Contact Meetings go a long way toward attracting the best and the brightest applicants to attend Marist.
5. Any information shared with you by an applicant (and information sent to UAO on the Contact Report Form) is confidential and should not be shared with anyone outside the Marist admissions community. Apart from contact information you may wish to keep to remain in touch with an applicant you contacted who matriculates, all personal applicant hard copy and electronic data should be destroyed at the end of each admissions cycle (May 1st). It is also inappropriate to share a student's contact information with other students or any person outside the Marist admissions community without the student's expressed consent.
6. Please work only with lists of applicants provided by Marist. School counselors should not be the source of names of applicants, as this would be a breach of confidentiality on their part.
7. Contact with high school guidance counselors is generally the responsibility of Marist's admissions professionals. However, if you speak with a counselor, please take care to foster positive professional relationships with these important colleagues and don't hesitate to refer them to Undergraduate Admissions for answers to any questions beyond your expertise.
8. If you wish to substitute out from contacting a particular applicant that has been assigned to you (for whatever reason – e.g. personal familiarity, a family friend, etc.), contact your Chair (and not another MART volunteer or UAO) to make the reassignment.
9. If you know an applicant very well, you are encouraged to submit a letter of recommendation to the Admissions Committee on his/her behalf instead of utilizing the Contact Report Form for this purpose.

II. Arranging the Contact Meeting with an Applicant:

1. Contact Meetings can be set up by e-mail (preferably using or listing your Marist e-mail address) or by phone. E-mail is often the most efficient manner of initial contact with today's techno-savvy applicants. You can obtain a Marist e-mail address through the following link: <http://www.marist.edu/alumni/email4life.html>. Recent graduates do not need to re-apply.

2. Whether contacting applicants by e-mail or phone, clearly identify yourself as a Marist MART member calling or e-mailing to schedule an informational Contact Meeting and ask if the applicant wishes to avail her/himself of such a meeting. Please specify if the meeting will be a group meeting or a one-on-one meeting.

3. If you set up the Contact Meeting via phone, call your applicant at an appropriate time of day – not early in the morning or late in the evening (after about 9:30 p.m.).

4. The first call or e-mail to your applicant should only be to schedule the time and place of the Contact Meeting (or phone contact, if meeting face-to-face isn't possible). It isn't fair to the applicant to turn the first call into the Contact Meeting itself.

5. Remember that Contact Meetings, whether by phone or in person, are optional for the applicant. If the applicant does not wish to have the meeting, simply note this on the Contact Report Form. Leave the option open, however, for the applicant to change her/his mind about a Contact Meeting at a later date and mention that you will be available to answer questions, should any arise during the application process.

III. Contact Meetings:

1. Clearly characterize the Contact Meeting to the applicant as an informational meeting, not an interview, nor an official part of their application process. MART contacts are made for the purpose of putting a personal face on Marist by enthusiastic, informed volunteers answering applicants' questions and providing them with information about the college.

2. MART contact reports are not intended to evaluate whether an applicant should or should not be admitted. Rather, the information reported on the Contact Report Form is useful to Admissions Committees as background and additional information to confirm and enhance the picture of the applicant already presented in her/his application. Feedback from admissions committees supports the usefulness of these reports.

3. We, as MART volunteers, do not conduct evaluative 'interviews.' The best Contact Report Forms normally include observations from the contact meeting and any salient information about the applicant that might not appear on their application (such as a change in a family situation or an award received after an application was sent in). If there is nothing new to report, it is perfectly acceptable to state on the Contact Report Form, "No additional information about this applicant arose during the course of the Contact Meeting."

4. When a Contact Meeting is arranged with an applicant, be certain to arrive on time. If a postponement of the Contact Meeting is necessary, provide notice well in advance to change the date, time or location.

5. Contact Meetings by phone should normally only be conducted if a one-on-one or a group meeting is not possible. One-on-one or group meetings (face-to-face contacts) are preferred by both applicants and by Marist; however, a phone or contact is preferable to no contact at all.

6. Contact Meetings by phone should preferably be conducted from a landline. Use of cell phones for conducting phone Contact Meetings is discouraged, but if that is your only option please make certain you have a reliable signal. Select a private/quiet location for your call to prevent distractions and interruptions.
7. Please submit your contact report online within one week of meeting with an applicant.

IV. Contact Meeting Locations:

1. Please remember that as MART Members for Marist, we should strive to ensure that applicants and their parents feel comfortable with the contact location.
2. A neutral site for the Contact Meeting (applicant's school, a public library, a quiet coffee shop or bookstore) is preferable to almost any other location.
3. If the applicant offers her/his house for the Contact Meeting, that is certainly okay, but as a volunteer you should not suggest this yourself. If the applicant wishes to meet at her/his house (because, for example she/he wishes to have her/his parents be present), suggest an appropriate day and time (weekends or early evening on weeknights). For your own protection, we discourage meetings at the applicant's home if there are no other adults present.
4. For the comfort of our applicants, potential liability, as well as perception reasons, conducting one-on-one Contact Meetings at the MART volunteer's residence is prohibited. Group meetings or meetings including the applicant's parent(s), at the volunteer's residence at an appropriate time of day (weekends or early evenings) are acceptable. Please contact your local chairperson if you need help identifying an acceptable location.
5. MART volunteers should avoid providing transportation for applicants (organized bus trips are okay). While offering a ride seems like a nice gesture, it creates a liability risk in the event of an accident.
6. Please be thoughtful and aware of students' transportation concerns. Not every applicant has access to a car.

V. Inappropriate Actions/Behaviors:

1. Reporting of any personal characteristics (height, weight, disabilities, physical attractiveness – or not, etc.) about the applicant on the Contact Report Form is not appropriate.
2. As a MART volunteer, you are an advocate for Marist, not for the applicant, high school, geographic region, nor for individual colleges or programs at the College. Advocacy for Marist by denigrating another school is not appropriate.
3. Wait-listed applicants should not be invited to accepted student events, nor should they be advised to go to campus for an 'interview.' You may encourage wait-listed applicants to add any new information to their applications by mailing the items directly to the admissions office.

4. Do your MART work yourself – using a personal assistant or staff person at your place of employment to set up Contact Meetings de-personalizes the process that MART is trying to personalize. Involvement of non-members in the MART contact process not only compromises secure information, but may also leave a bad impression with the applicant.

5. Charging an applicant or admitted student a fee for attendance at any meeting or event is inappropriate.

Important Contact Information

Undergraduate Admission

3399 North Road
Poughkeepsie, NY 12601

Tours, Speak to a Counselor, Merit Scholarships, Transfer info

When in doubt about who to call, prospective students should call Admissions first!

845-575-3226 or 1-800-436-5483

Office of Student Financial Services

FAFSA, need-based aid, financial aid packages, billing
845-575-3230 or 1-800-436-5483

Graduate and Continuing Education

Students over 21, graduate student info
845-575-3800

Special Services

Learning Disabilities Program, Handicap Accommodations
845-575-3274

Athletics

Contact Coaches
845-575-3304

Center for Career Services

Questions about internships, career placement
845-575-3547

School of Communication & the Arts

845-575-3650

School of Computer Science and Mathematics

845-575-3601

School of Liberal Arts

845-575-3295

School of Management
845-575-3225

School of Science
845-575-3228

School of Social and Behavioral Sciences
845-575-3960