

**STUDENTS**

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**PARENTS**

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**SCHOOLS**

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**COMMUNITY**

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**ALUMNI**

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**Fisk University**



**Alumni Recruitment Network**

*Recruiting Scholars & Leaders One by One*

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## **Overview**

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### **Purpose**

If you are part of an Alumni Club or an alumnus of Fisk that has volunteered your services to recruit students for Fisk, then you are a member of Fisk Alumni Recruitment (FAR). The purpose of the Fisk Alumni Recruiters is as follows:

- To increase awareness and knowledge of Fisk University to prospective students
- To develop a personal relationship between prospective students and alumni clubs and recruiters
- To serve as a liaison to the Office of Recruitment and Admission at Fisk about the status of prospective students
- To provide prospective students opportunities to meet with current Fisk students and graduates from their area through scheduled activities by club or recruiter

### **Mission Statement**

The Fisk Alumni Recruiters was organized to assist the university in communicating their value of a Fisk education to prospective students. This program will be a cooperative effort of the General Alumni Association of Fisk University, Inc. and the Office of Recruitment and Admission. FAR has organized alumni student recruitment volunteers to assist in recruiting prospective students in their local communities. They will be asked to represent Fisk University in a variety of roles, which can include attending various high school college nights, college fairs, hosting prospective students in their homes, and other events. They will be trained to become knowledgeable representatives, answering the most frequent questions and becoming a friendly reference point for prospective students and their families. FAR will be guided the Office of Recruitment and Admission in cooperation with the Office of Alumni Affairs.

## **Preparation**

In preparation for the recruiting experience, Alumni Recruiters will receive regular quarterly updates on admission statistics, facts, and general University information that will be given to all of the club presidents or individual alum. Representatives of the offices of Admission and Alumni Affairs will work together to promote training to the alumni recruiters. Training materials and additional information will be given upon request at each annual meeting with Alumni Recruiters. The exact time and date, and location of the session will be determined by the representatives, which will contact all members of the Fisk Alumni Recruitment network in advance.

For more materials, please contact the Office of Recruitment and Admission at [admit@fisk.edu](mailto:admit@fisk.edu).

**Application fees can be waived if the FAR or club puts a seal or the name of the alumni representative at the top its first page.**

### **Office of Recruitment and Admission Contact Information**

Admission Counselor  
Office of Recruitment and Admission, Fisk University  
615-329-8836 or 1-888-702-0022  
[far@fisk.edu](mailto:far@fisk.edu)

### **Office of Alumni Affairs Contact Information**

General Alumni Association of Fisk University, Inc.  
Office of Alumni Affairs, Fisk University  
615-329-8598 or 1-800-443-2586 (ALUM)  
[alumni@fisk.edu](mailto:alumni@fisk.edu)

## **Admission Timeline**

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## ***AUGUST***

Host your annual Freshman Send-Off Reception (refer to Freshman Send-Off Reception on page 15).

Make sure that you have all of the materials that you need from the Office of Recruitment and Admission for the upcoming academic school year.

In coordination with the Office of Recruitment and Admission, make arrangements to visit high schools in your area with the principals or counselors at those particular schools.

Plan to Adopt-A-School (refer to page 13).

Make sure that the current senior student contacts that you have from the summer have an application.

Encourage senior student contacts to complete scholarship applications (UNCF, Fastweb, etc.), also encouraged them to submit the Admission Application for Fisk

## ***SEPTEMBER***

Begin to visit schools in your high school area and communicate with students through outings, phone calls, letters, cards, or emails.

Attend college fairs upon request by the Office of Recruitment and Admission.

Enter data from contact cards into your personal files or data base. These cards will be provided by the Office of Recruitment and Admission.

Send contact cards to the Office of Recruitment and Admission.

Encourage senior student contacts to complete scholarship applications (UNCF, Fastweb, etc.), also encouraged them to submit the Admission Application for Fisk.

## **OCTOBER**

Continue to visit schools in your high school area and communicate with students through outings, phone calls, letters, cards, or emails.

Attend college fair upon the request by the Office of Recruitment and Admission.

Restock materials that you need from Office of Recruitment and Admission.

Enter data from contact cards into your personal files or data base. These will be coded by city to assist in building the recruitment statistical data base.

Send contact cards to the Office of Recruitment and Admission.

Encourage senior student contacts to begin to fill out and mail their scholarship applications from various organizations (UNCF, Fastweb, etc.).

Encourage students to schedule a visit to Fisk or schedule a group visit. The students should also be encouraged to fill out and mail the Admission Application for Fisk.

If you are able to arrange a visit to the campus in October, consider doing it on Jubilee Day, October 6<sup>th</sup>.

## **NOVEMBER**

Homecoming Open House is this month! Check the Fisk University website for more information at [www.fisk.edu](http://www.fisk.edu).

Continue to visit high schools in your area and communicate with students through outings, phone calls, letters, cards, or emails.

Attend college fairs upon request by Office of Recruitment and Admission.

Restock materials that you need from the Office of Recruitment and Admission.

Enter data from contact cards into your personal files or data base.

Send contact cards to the Office of Recruitment and Admission.

Encourage senior student contacts to complete scholarship applications (UNCF, Fastweb, etc.), also encouraged them to submit the Admission Application for Fisk.

Encourage students to schedule a visit to Fisk or schedule a group visit.

## **DECEMBER**

Continue to meet with your club or individually develop ideas for marketing Fisk to prospective students.

Restock materials that you need from the Office of Recruitment and Admission.

Encourage senior student contacts to begin to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.). The student should also be encouraged to fill out and mail the Admission Application for Fisk.

Encourage parents of applicants to Fisk to file their taxes early in the next year

Plan a holiday or pre-holiday get-together for prospective students, current Fisk students from your area, alumni and their families.

## **JANUARY**

Make sure the senior student contacts in your area have begun to fill out their FAFSA (Free Application for Federal Student Aid) forms beginning on January 1 of each year. The forms can be found online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Note that it takes a few days to process online applications, but if the student must fill out a paper form they can contact their school counselor or local library.

Encourage senior student contacts to begin to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.). The student should also be encouraged to fill out and mail the Admission Application for Fisk.

The Office of Recruitment and Admission reviews listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up.

Encourage parents of applicants to Fisk to file their taxes early.



## ***FEBRUARY***

Continue to encourage parents of applicants to Fisk to file their taxes early.

Continue to encourage student contacts to fill out the FAFSA form.

Continue to communicate with current students contacts.

Make sure that seniors in your area have filled out the FAFSA (Free Application for Federal Student Aid) form by the priority deadline, February 15 of each year.

Encourage senior student contacts to begin fill out scholarship applications from various organizations (UNCF, Fastweb, etc.). The student should also be encouraged to fill out and mail the Admission Application for Fisk.

Encourage students to schedule a visit to Fisk or schedule a group visit.

The Office of Recruitment and Admission continues to review listing of students applying to/accepted by Fisk in order to identify the prospective student's alumni recruiters need to contact for follow-up.

## ***MARCH***

Make sure that students have completed their application for Fisk by April 1.

Continue to encourage parents of the applicants to Fisk to file their taxes early.

Begin to plan a graduation party, gathering, event, trip, or gift for the upcoming Fisk graduates in your area.

Follow up with accepted and admitted students in your area given to you by the Office of Recruitment and Admission or Alumni Affairs.

Encourage senior students to begin to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.).

Encourage students to schedule a visit to Fisk or schedule a group visit, but be mindful of the University's Spring Break. Check website for details at [www.fisk.edu](http://www.fisk.edu).

The Office of Recruitment and Admission continues to review listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up.

## **APRIL**

Scholars Weekend is this month! Check the website for more information.

Talk to accepted students about admission fees (refer to pg. 21, 22, 25, 26, 27).

Continue planning the activity for the graduating seniors in your area.

Continue to follow up with accepted and admitted students in your area given to you by the Office of Recruitment and Admission or Alumni Affairs.

Encourage senior student contacts to continue to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.).

Encourage students to schedule a visit to Fisk or schedule a group visit.

The Office of Recruitment and Admission continues to review listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up.

## **MAY**

Ask high school counselors to help you identify prospective students who are rising seniors for the following academic year in the surrounding high schools in your area (refer to Adopt-A-School on page 13). Give them your business card (provided by the Office of Recruitment and Admission) and have them fill out a recruitment contact card.

Mail the original card in to the Office of Recruitment and Admission and make a copy or enter their information into a data base for yourself.

Plan summer activities for the new prospective students in your area.

Encourage senior student contacts to begin to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.).

The Office of Recruitment and Admission continues reviewing listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up.

## ***JUNE***

Send a personalized letter, from club/recruiter, of invitation to the rising high school seniors in your area and implement some of the summer activities.

Send thank you cards to the participants.

Begin to encourage junior and senior students in your designated high schools to apply for scholarships.

Encourage senior student contacts to begin to fill out scholarship applications from various organizations (UNCF, Fastweb, etc.).

The Office of Recruitment and Admission continues to review listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up. Need to pay special attention to status Matriculation Fee.

## ***JULY***

Continue to implement summer activities for students (i.e. Picnic for admits and their families, along with alumni and current students from the area. Please include any interested student from the area who will be high school seniors, if possible. This will allow a head start for next year.).

Encourage senior student contacts to begin to fill out scholarship applicants from various organizations (UNCF, Fastweb, etc.). The Office of Recruitment and Admission continues to review listing of students applying to/accepted by Fisk in order to identify the prospective students alumni recruiters need to contact for follow-up. Need to pay special attention to status of Matriculation Fee.

(REPEAT PROCESS)

## **Alumni Recruitment Activities**

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## **Adopt-A-School**

As a resident of your neighborhood or community, you genuinely have the opportunity to inform local students at high schools about Fisk University. You may be asked, if available, to deliver admission literature or join an admission counselors for a high school visit. You also may keep contact with the high school counselors in your surrounding area.

### **To get started:**

- Identify the high school(s) in your area that you would like to work with and inform a high school counselor of your interest. Ask them if it would be okay for you to add them to your Adopt-A-School list.
- Contact your assigned high school counselor periodically to determine their needs, additional admissions literature, a personal visit from an admission counselor, etc.

*As you meet or hear about particular students, refer them to the Office of Admission at 1-888-702-0022 or give them the desired information that they need.*

## **College Fairs**

Throughout the year we receive letters of invitation to many college fairs around the world. As an Alumni Recruiter you may be asked to attend certain college fairs that the Admission Counselor cannot attend. Going to college fairs will give you a chance to meet prospective students in person. The Office of Recruitment and Admissions will inform you of college fairs in your area, however, if you identify an additional admissions opportunity, please feel free to attend on behalf of the University or contact the admissions office.

Alumni Recruiters may attend college fairs with the counselors if their schedule permits. The admissions counselor will provide all admission literature and your volunteer nametag.

### **Before the fair:**

- Review your handbook and admissions material so that you are familiar with important dates and basic Fisk facts
- Review the fair information to determine the correct time and location
- Arrive 20 minutes before the fair begins so that you will have time to set up your table and get comfortable
- Dress professionally. Remember, you are an ambassador of the university

### **During the fair:**

- When setting up your table, make sure that you have a table skirt if not provided by the specific fair staff. A skirt may be purchased on your own or given to you by the admission office. Also make sure that you have appropriate material to set on the table including brochures and contact cards
- Be pleasant and engage each student who visits your table. Keep in mind that many students find the experience intimidating
- Ask students if they are familiar with Fisk University or if they have any specific questions
- Encourage the student to take admissions literature and visit the campus
- Stand behind the assigned table. This is a common practice in the admission field. If impelled you may stand in front of the table and usher people to learn about Fisk
- Be positive and have fun. Remember, do not disparage other schools

### **After the fair:**

- Convey your opinion of the fair and the students you met to the Office of Recruitment and Admission or admission counselor
- If you felt any of the students you met were strong candidates, you should follow-up with them via email, phone, or personal letter
- Fill out a Recruiter's Report given in the material packet

## **Calling and Follow-Ups**

Personal phone calls or emails to students are a simple, yet valuable method of recruiting students. For some students, a call or email from local alum is their first personal contact with the university. You have the ability to communicate that Fisk University is a friendly, involved community that is seriously interested in them and their education.

### **Making the call:**

- Identify yourself first
- Always ask for the student first, but if he/she is not home, take the opportunity to ask the parents if they have any questions for you about Fisk
- In order to make the student or the student's parents feel comfortable, begin by introducing yourself and explaining your reason for calling

Example:

“Hello, my name is \_\_\_\_\_, and I am a graduate of Fisk University. I live in \_\_\_\_\_ and wanted to personally congratulate you on your \_\_\_\_\_ (interest/acceptance/admittance) in Fisk University. I would like to see if you have any questions that I could answer for you about the University.”

### **Talking Points:**

- Tell the student your graduation year/major/degree/current occupation, if permitted
- Ask the student if they have decided on a major
- Ask if they need any more information about Fisk or about particular programs
- Ask if they have visited the campus, attended any of the university events, or toured the campus. If so, ask them how it went. If not, provide the student with the tour coordinator’s contact number (1-888-702-0022)

*A contact sheet will be provided in your material packet. When you have finished making your calls, please email or fax completed contact sheet to [admit@fisk.edu](mailto:admit@fisk.edu) or fax at 615-329-8774.*

## **Freshman Send-Off Receptions**

You have the opportunity to host a reception for incoming freshman from your community or from a particular high school. These receptions may be held in your home, office, or at a local venue. The Los Angeles, Atlanta, Chicago, Nashville, and other Alumni Clubs currently hold this type of event. In addition to the freshman, we encourage you to invite current Fiskites as well as other alum to make the experience more memorable. While costs are minimal, the benefits for students, families, and alumni are immeasurable!

- Each send-off will be unique. The host, or group of hosting volunteers, will decide on the date, venue, and structure for the reception. This can range from extremely informal event, a pick-up baseball game or picnic, to a more formal dinner to a dessert reception. Remember, you do not have to spend a lot of money to host a successful and enjoyable send-off.
- Send invitations to the appropriate students and their families, alumni in the area, current students, recent graduates, and/or the university faculty or staff (if available). Request a list of alumni, current students, and recent graduates from the Office of Alumni Affairs.

## Interviewing

At some point in time you may have the opportunity to informally interview a prospective student. The interview should be done at college fairs, during school visits, or other events involving rising seniors and should consist of the following questions: (Encourage students to include this information in their essay.)

- What clubs and organizations are you currently involved with in high school?
- Do you volunteer in your community?
- What are some subjects you have trouble with (if any) while in high school?
- What subjects do you excel in?
- What are some of your leadership qualities?

*After giving an interview please fax or email the form (name form) supplied in your materials packet to [admit@fisk.edu](mailto:admit@fisk.edu) or 615-329-8774*

## Networking With Local College Prep Organizations

College Prep Organizations encourage and prepare high school students to apply and attend colleges and universities. These types of organizations are in every city and very valuable to the admission process. When networking with local or national organizations, let them know that Fisk University would love to have their students. It is important that you develop a respectful rapport with the director or volunteers.

Below is an example of what to ask or say when calling local organizations to offer Fisk University's services:

"Hello, my name is \_\_\_\_\_ and I am a graduate of Fisk University. I live in \_\_\_\_\_ and am interested in networking with you in regard of your students attending Fisk University."

- Ask if there are any events that you can attend to tell the students about Fisk University
- Give them materials to educate them about the university
- Replenish materials as needed
- Follow-up with them periodically to see if they need you to do anything or to help out with anything, etc.

*After given the opportunity to work with your local College Prep Organizations please fill out the form supplied in your materials packet and email or fax it to [admit@fisk.edu](mailto:admit@fisk.edu) or 615-329-8774.*



## **Courting Students**

Most admission counselors “court” students, or get to know prospective students better by establishing rapport. This helps the student feel more hospitable and comfortable with asking questions about the university and keeping in contact. Courting a student and parents can consist of basic phone calls/follow-ups, cookouts, bowling, skating, dinner, or movies.

## **Letter Writing**

Students typically receive a great deal of standard mail from colleges and universities during the admissions process. However, very few schools send personal letters to their applicants. This is why your brief note can be so effective and important.

### **Getting Started:**

- You will receive a list of students, with personal profiles including addresses and high school names. Your letters can be hand written or typed on a personal stationary or business letterhead, but should communicate professionalism.

### **What to include:**

- The students you will be writing to have been accepted by the university and are outstanding candidates. While your writing style will be unique, please be sure to communicate these three points to each student.
  - Congratulate them on acceptance
  - Encourage a visit to the campus
  - Contact you or the university with questions

*A contact sheet will be included in your packet. When you have finished writing your letters, please email or fax your contact sheet to [admit@fisk.edu](mailto:admit@fisk.edu) or 615-329-8774.*

## On Campus Admission Programs

On campus admission programs are a key part of the recruiting process because they allow prospective students to get a firsthand look at Fisk University's facilities and programs. Like college fairs, volunteers staff information tables, speak with students and their families, and host events. For more information on any of these scheduled events, please email [far@fisk.edu](mailto:far@fisk.edu). Alumni or Alumni Clubs may want to sponsor a campus visit during one of the following events:

**Counselor's Breakfast** this event is designed to familiarize high school counselors with Fisk University's academic and co-curricular offerings. Our goal is to receive support in better identifying talented local students who could benefit from our unique educational experience

**Homecoming Open House** is held Homecoming weekend in November. This fun-filled day is for all high school students that have an interest in Fisk or want to know more information about our campus life.

**Winter Open House** is held in February each year. This day is planned for high school seniors with a 3.0 and higher in honor of our scholars.

**Scholars Weekend** is held in April each year. This event introduces high school students and their families to Fisk and involves campus tours as well as other family oriented events.

**Summer Preview** is held in June. This open house-style event will allow recently graduated seniors, local students and their families an opportunity to learn about this historic institution, its academic offerings, financial aid/scholarships and campus life. Students who have been accepted to Fisk University will have the opportunity to win scholarships during the event. A campus tour is also given by some of our outstanding current students. Please plan to attend this event. It will provide a glimpse of the current FISK EXPERIENCE!!

# **The Five Golden Rules of Successful Recruiting**

## ***ALWAYS BE ON TIME!***

To be early is to be on time, to be on time is to be late, and to be late is unacceptable.

## ***ALWAYS MAKE A FIRST GOOD IMPRESSION***

People will always remember you by your first impression.

## ***ALWAYS BE PREPARED TO ANSWER ANY QUESTIONS***

If you don't know the answer, give the person a contact number at the University or commit to getting the answer and getting back to them.

## ***KEEP YOURSELF UPDATED***

Students and parents appreciate learning the latest happening at a prospective university.

## ***MAKE SURE THAT YOU ALWAYS RESTOCK***

Request your recruiting materials two (2) weeks in advance.

## **University Admissions**

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## Criteria

Admission into Fisk is, and has traditionally been selective. Today's entering students are typically ranked in the top fifth of their high school classes; almost all rank in the top half. The University remains deliberately small and cultivates a family feeling on campus.

The University seeks students who will benefit from and contribute to a University community that offers liberal arts program and seeks to equip students for the intellectual and social leadership in the modern world. Admission is granted to those applicants who show evidence of solid preparation and ability to pursue college studies successfully at Fisk.

## Application Dates and Fees

The Admission Application deadline for Fall Semester is April 1 (unless permitted by the Office of Admission) and for the Spring Semester November 1 (unless permitted by the Office of Admission). All students (except former students) seeking admission must submit an application and fee of \$50.00 if a paper application is used. An online application is available and can be accessed through CommonApp.org. The fee for the online application is \$25.00. Fees should be remitted by personal check, cashier's check, or money order payable to Fisk University. The processing fee may be waived in special circumstances. Applicants who wish to be considered for financial aid-whether seeking admission for the fall or spring-are urged to apply no later than March 1 in order to receive full aid consideration. Many sources of financial aid are already fully committed after that date. Later applicants in need of financial aid should proceed with any other effort to find adequate aid. In most years there are federal and state grant and loan programs still available after March 1. Financial aid applicants for spring semester entrants are accepted until November 1.

## **Procedure for Applying for Admission**

It is the responsibility of each applicant to see that all credentials are received by the Office of Recruitment and Admission. The steps of the application process are below:

- Complete the application for admission and submit to the Office of Recruitment and Admission. The application must be complete and accurate. Any false statement, or any omission of an essential fact in a student’s application, is grounds for denial of admission or for subsequent cancellation of the student’s registration
- A \$50 non-refundable application fee for paper; \$25 for online
- Submit the School and Teacher Report forms, along with an official high school transcript to the Office of Recruitment and Admission
- SAT (Scholastic Assessment Test) or the ACT (American College Test) is required

## **Early Admission**

Early admission is encouraged for exceptional students who are ready to enter the University after completing the eleventh grade of a secondary school. Early admission candidates are required to take either the SAT or ACT examinations prior to the year of planned entrance to Fisk. The application should be accompanied by the letter from the applicant’s high school principal and counselor, recommending early admission. After which, the admissions committee will then render a decision.

## **Campus Visits**

Applicants and their parents are cordially invited to visit the campus. The Office of Recruitment and Admission will arrange campus tours. If you desire to schedule a tour please contact the admissions office at 1-888-702-0022 or Alumni Affairs at 1-800-443-2586 (ALUM).

## General Requirements

### Freshman Applicants

In order to qualify for admissions, candidates should present the following materials:

- **Graduation from an accredited high school** by the date of the student’s matriculation at Fisk with a scholastic record sufficient to predict academic success.
- **Strong endorsements from the high school** principal, counselor, or teacher, with regard to the applicant’s academic ability, motivation, character, citizenship, and leadership qualities.
- **A minimum of fifteen units of acceptable high school credit**, properly distributed through the curriculum. Although applicants with varied patterns of studies in high school are considered for admission, the following high school preparation is generally recommended:

English	4 units
Mathematics	3 units
Natural Science	2 units
Foreign Language	1 unit
Social Studies	1 unit
Electives	6 units

*(For home schooled or GED graduates please contact the Office of Recruitment and Admission at 1-888-702-0022)*

### Transfer Applicants

Transfer students, who hold the Associates of Arts. (A.A) degree with a liberal arts emphasis from the accredited institution, are considered to have satisfied Fisk University’s core curriculum requirements. The academic records for entering transfer students who do not hold such a degree are reviewed on a course-by-course basis by the University Registrar in consultation with appropriate Faculty to determine transfer equivalency. Those who have completed some college work are an applicant with advanced standing. Transfer admission withstanding must meet the following requirements:

- Satisfactory completion of at least one, (preferably two) semesters of college work. Transcripts for all previous college work must be submitted along with application.
- Transfer from a regionally accredited institution
- A total record that is satisfactory and shows appropriate preparation in the liberal arts

Courses taken from the accredited colleges, if similar to those listed in the Bulletin (catalog), will be accepted as equivalent to specific Fisk courses with purposes of meeting Fisk's graduation requirements, according to the judgment of the University Registrar or the Provost. Applicants for advanced standing should observe the following requirements:

- The transcripts of credits must give an accurate record of both high schools and college work completed
- The titles and descriptions of the courses studies at other institutions and catalog numbers for those courses should be stated accurately and distinctly. Catalogs from institutions for which Fisk credit is sought must be submitted with the application to Fisk
- Fisk reserves the right to require students who have completed freshmen English courses elsewhere to take one course in position
- Students are classified (freshman, sophomore, junior, senior) at entrance, according to the credits accepted at the time. Adjustments in classification may be made subsequently, if warranted.

### **Re-Admit Applicants**

Readmission of former students following an interruption of attendance requires completion of a readmission application, which may be obtained from the Office of Recruitment and Admission. Its Director grants readmission of a student who has withdrawn for at least one semester, upon the approval of the Provost, Dean of Student Engagement, and the University Registrar. Students who seek readmission and do not have an approved leave of absence form on file must follow the usual procedure for readmission, with respect to application fees.



## **International Applicants**

International students are well represented at Fisk. Candidates for international student admission should submit, in addition to the credentials indicated on the application form, photo static copies or originals of all certificates, examinations results, etc. which indicate that the applicant completed the prescribed secondary school program for his or her country of origin. Applicants whose native tongue is not English, or who have attended schools where the primary language of instruction is other than English, must take the Test of English as a Foreign Language (TOEFL) and have the scores submitted to Fisk University as a part of the application for admission. Once accepted for admission, international students are asked to pay \$1,000 enrollment deposit (which is applied towards tuition), in order to satisfy Fisk's requirements that the student shows indication of adequate financial support. If the student will be supported by scholarship funds from his or her country of origin, Fisk will accept official certification of the amount and stipulation of the scholarship, sent directly from the appropriate government official, in lieu of the enrollment deposit. Only upon satisfaction of this financial requirement will the Immigration and Naturalization Service I-20 form be sent to the applicant and the student officially admitted to the University. The University requires that the student pay the semester's tuition, room, board, and general fees at the time of registration or submit concrete evidence of support adequate to meet financial obligations to Fisk.

Most Fisk student financial aid is based on need and comes from United States government sources; thus aid is unavailable to students from the outside the United States. For a copy of the booklet Financial Planning for Study in the United States: A Guide for Students from Other Countries, it is recommended that all international applicants write to:

**Editorial Office  
College Entrance Examination Board  
888 Seventh Ave  
New York, NY 10029**

## **Graduate Applicants**

Admission to the graduate program is open to persons who have graduated from an accredited college that provides general and specialized education equivalent to that offered at Fisk. More specific requirements are determined by the graduate departments. Ordinarily these include, along with bachelor's degree:

1. Completion of satisfactory general course in the social sciences, natural sciences, mathematics, humanities, and fine arts, with an overall GPA of 3.0 on a 4.0 scale.
2. Adequate skills on the college level in reading and in spoken and written English, as evidenced by the completion of appropriate courses in English and Speech.
3. The completion of an undergraduate major sequence in the subject in which graduate study is anticipated.

When the students lack a background substantially equivalent to major work in the field at Fisk University, they must be admitted conditionally or as a graduate special student, required to take certain undergraduate courses before formally entering the Masters of Arts program.

## **Graduate Application Dates and Fees**

The procedure for applying to the graduate program includes filling an application on the appropriate form with the Office of Recruitment and Admission. Completed applications are due by June 1 for the fall term and November 1 for the spring term for those departments that will enroll graduate students in both terms. Psychology does not normally admit students mid-year in either of its graduate programs. Inquiry and application for financial aid is contingent on the department chair following the approval by the Dean, Director of Graduate Studies, and the appropriate University fiscal officers.

A complete application file includes:

1. An application for graduate study, including three recommendations, preferably from persons who are familiar with the applicants academic qualifications
2. Official transcripts of all undergraduate work, submitted directly to the Office of the Registrar by the Registrar of the institution awarding credit for the completed work
3. A non-refundable application fee of \$50.00
4. A computer-generated personal statement

Graduate Record Examination (GRE) scores are also required. These scores should be sent to the Office of Recruitment and Admission as part of their application for admission.

When the application is complete and the student's credentials reviewed, the student is informed of the University's decision regarding graduate admission. Admission is confirmed only when the Office of Recruitment and Admission receives a non-refundable enrollment fee of \$100.00 which is applied toward the student's fees. Payment of this fee is acknowledged with a formal letter of admittance. *Under no circumstances should a student come to the University to register without first having received this letter of admittance from the Director of Recruitment and Admissions.*

## **Financial Aid and Scholarships**

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## **Applying For Financial Aid**

All students who apply for financial assistance must complete the Free Application for Federal Student Aid (FAFSA) including all University Academic Scholarship Recipients. When completing the FAFSA, Fisk University must be listed as one of the applicant's University choices. Otherwise, a Student Aid Report (SAR) must be submitted to Fisk University to process the application for financial assistance.

Applicants may be requested to provide additional information to support these documents. Such additional requested material is considered a part of the financial aid process, and the process is considered complete only after all additional materials have been received. This information should be provided promptly, and no later than stated deadlines, to assure continued consideration of the application while funds are available.

Students are also required to file for state grants if they live in states with such grants available to students attending school in Tennessee. At present, such grants are offered by the District of Columbia, Pennsylvania, and Tennessee. All Tennessee residents are required to apply for a Tennessee Student Assistance Award and should do so no later than March 1 of each year.

Students who transfer to the University from other colleges and universities are required to have sent a copy of his/her financial aid transcript from each college and university attended prior to coming to Fisk directly to the Financial Aid Office, whether or not they received aid. No award is made to a transfer student until the financial aid transcript has been received in the Financial Aid office at Fisk.

All students must be accepted to Fisk University before aid is awarded. No actual offer can be made to any student until all required documents have been received in the Financial Aid Office. A completed FAFSA application qualifies the students for consideration for types of aid for which the applicant is eligible.

The deadline for priority consideration is the closest weekday to February 15 for new students and the closest weekday to March 1 for continuing students. All applications must be in the Financial Aid Office by the appropriate date to be assured of priority consideration.

Students applying for aid for the second semester only are urged to complete their applications as near April 20 as possible. Applications will be accepted until November 1. Aid will be awarded first to those eligible students who complete their applications by the stated priority deadline. Applications completed after the priority deadline will be processed, as long as funds are available, on a first-completed first-processed basis.

Renewal of aid may normally be anticipated for students who have received aid in the previous year and have met all University and federal requirements. But *renewal is not automatic. Students must reapply each year. Fisk University requires every student to have a completed file before any type of aid program-including University academic scholarships-is considered.*

## **Types of Financial Aid Programs**

Fisk University administers the following Federal, State, and institutional financial aid programs:

- Federal Pell Grants
- Federal SEOG Grant
- Federal College Work Study
- Federal Student Loan
- Federal Perkins Loan
- Federal Direct Plus Loan

We are an eligible institution for the Tennessee State Grant (Tennessee Residents only; must be Pell Grant eligible and encouraged to apply by January 1) and the Tennessee Educational Hope Lottery.

### **National Merit or National Achievement Award**

The National Merit or National Achievement Award includes free tuition, fees, room, and board. Eligibility requirements include high school seniors selected as National Achievement or National Merit Scholars by the National Merit Scholarship Corporation and an on campus interview. All students who submit a completed application by January 15, no separate application is required. The on-campus interview must be scheduled no later than March 1.

### **Erastus Milo Cravath Presidential Scholarship**

- Requires 3.7/4.0 GPA (un-weighted), ACT-28 SAT-1860
- Full tuition, Fees, Room, Board and Books (up to \$1000)
- On campus interview required

### **Ella Shepherd Moore Scholarship**

- Requires 3.5/4.0 GPA (un-weighted) ACT-25 SAT-1700
- Full Tuition

### **Clinton B. Fisk Academic Scholarship**

- Requires 3.0/4.0 GPA (un-weighted) ACT-23 SAT-1590
- Amounts vary: \$5,000 - \$10,000

### **Fisk Performance Award**

- For students majoring in Music
- Must audition and be recommended by the Music Department
- Award amount: \$5,000

### **Fisk Endowed Scholarships**

The Fisk University scholarship program was established to promote and encourage interest in education for the students planning to enroll, to reduce the student's financial obligation and to recognize outstanding academic achievement in course work already completed at Fisk.

- Electronic Application only
- Applications accepted March 1 through April 15
- Award amounts & eligibility varies

### **Volkswagen Fellows Awards**

- Tennessee residents only
- Requires 3.4/4.0 GPA (un-weighted) ACT-23 SAT-1590
- Award amount: \$15,000 per year

### **Department of Physics Award**

- Requires 3.2/4.0 overall GPA minimum, competitive ACT/SAT score
- Requires "B" average or better in college prep science and math courses
- Recipient must indicate desire to major in Physics (can be Dual-Degree Engineering with Physics as B.S. program) on application
- Award range: \$5,000- \$10,000 (based on applicant competitiveness)
- US citizens ONLY

### **Department of Chemistry Award**

- Requires 3.2/4.0 GPA minimum, competitive ACT/SAT score
- Requires "B" average or better in college prep science and math courses
- Indicate desire to major in Chemistry (can be pre-med track) on application
- US citizens ONLY

## **Other Information**

**The standard deadline** to be considered for institutional scholarship consideration is **January 6**. Applications for admission after January 6 will be considered as funds are available.

If you are nominated for a Presidential Scholarship, you must **interview on-campus the spring semester of your senior year in high school**. Those who do not interview will forfeit their nomination.

There is **no separate institutional scholarship application**; students are evaluated on the strength of their admission application.

**Scholarships are not guaranteed**. All applicants are evaluated on the strength of their application and by comparison against the application pool. Students are evaluated until the institution's scholarship budget has been met.

**All US citizens nominated for institutional awards are required to complete the Free Application for Federal Student Aid**. This is done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). There is no firm deadline, but families are strongly encouraged to file by February 1. **The Fisk code is 003490**. This code must be used in order for our Office of Student Financial Aid to receive your information and create a financial aid award. Financial aid awards are distributed electronically and typically received by families in late spring.

### **Other sources of scholarship:**

The United Negro College Fund – [www.uncf.org](http://www.uncf.org)  
Fast Web – [www.fastweb.com](http://www.fastweb.com)  
Federal Scholarships & Aid – [www.fedmoney.org](http://www.fedmoney.org)

For more information on Fisk University scholarships, awards, and student financial aid, please contact:

**Office of Student Financial Aid**  
**Fisk University**  
**Cravath Hall Room 201**  
**1000 17<sup>th</sup> Avenue North**  
**Nashville, TN 37208**  
**Phone: 615.329.8735**  
**Fax: 615.329.8774**  
**Email: [finaid@fisk.edu](mailto:finaid@fisk.edu)**



## **Academic Information**

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## Academic Divisions and Majors

### **Business Administration**

Accounting (B.S.)  
Financial Economics (B.S.)  
International Business (B.S.)  
Management (B.S.)  
Music Business (B.S.)

### **Natural Science**

Biology (B.A., M.A.)  
Chemistry (B.A., B.S., M.A.)  
Mathematics & Computer Science (B.S.)  
Nursing (B.S.N.)  
Physics (B.S., M.A.)

### **Social Science**

History & Political Science (B.A.)  
Psychology (B.A., M.A.)  
Sociology (B.A.)  
Special Education (B.S.)  
Teacher Certification

### **Humanities and Fine Arts**

Art (B.A., B.S.)  
English (B.A.)  
Mass Communications (Minor)  
Modern Foreign Languages (B.A.)  
Music (B.A., B.S., B.M.)

- Vocal Performance
- Instrumental Performance
- Music Business
- Music Education

## **Academic Collaborative and Programs**

### **Collaborative Programs**

Fisk/Case Western Reserve Dual Degree in Science and Engineering  
Fisk/Howard Dual-Degree in Pharmacology  
Fisk/Meharry Medical College Program in Biomedical Sciences (MD, DDS, PhD, MD/PhD)  
Fisk/Vanderbilt MA Physics/PhD Astrophysics  
Fisk/Vanderbilt Dual-Degree in Science and Engineering  
Fisk/Vanderbilt BS/MBA  
Fisk/Vanderbilt Nursing Program  
Fisk/UT Knoxville in Science and Engineering  
Fisk/Watkins College of Art & Design

### **Other Academic Programs**

Student Exchange  
Study Abroad  
W.E.B. DuBois Honors Program  
Pre-College Summer Program  
Oak Ridge Summer Program

## **Student Life**

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## Student Services

Student services at Fisk are founded on the idea that a University's education involves the total person. The development not only of a students' intellect, but also of their emotional maturity, sense of vocation, social competence, physical fitness, aesthetic appreciation, moral courage, and spiritual depth receive attention and emphasis in the student services program. The University's student services are coordinated by the Dean of Student Engagement. Among other staff members in student engagement are the Director of Student Activities; the Director of Career Planning and Placement, Director of Campus Services and staff members within the residence halls. The student engagement staff also coordinates student activities; student organizations; and the Adam K. Spence Student Union.

## Student Activities and Organizations

Student activities and organizations thrive on the Fisk campus, largely under the direction of students themselves, with the active encouragement of the administration and faculty.

Student organizations are required to register with the Office of Student Engagement. They are organized under the advisory of one or more faculty members, must meet the approval of the University, and must remain subject to the jurisdiction of the institution. Fisk supports the efforts of student organizations to offer programs of interest to the community at large. Students and student organizations may not, however, enter into agreements on behalf of the University without first obtaining the approval of appropriate University officials. In the absence of such approvals, no commitments to third party by students or student organizations are binding upon the University. All campus facilities are for the use of the University community. Campus organizations and other student groups may request the use of a hall, classroom, or auditorium through the Director of Student Affairs or the administrative official who has direct oversight of the facility.

*Some of the Organizations include:*

- Student Government Association (SGA)
- Class organizations
- Athletics (intercollegiate and intramural)
- The Fisk Forum
- Campus Radio Station (88.1 FM WFSK)
- The Fisk Jubilee Singers
- The University Choir
- The Fisk Jazz Ensemble
- Stagecrafters
- The Tanner Art Club
- Fraternities and Sororities

## Student Housing

Living in University residence halls is a requirement of all undergraduate students who are unmarried and financially dependent upon parental support. Exceptions may be made by the Dean of Student Engagement when the student is a legal resident of Davidson County, or when there is temporary shortage of residence hall space, or due to personal circumstances. Fisk believes that participation in the give-and-take campus life is an indispensable part of a University education. When exceptions are granted, it must come in the form of written approval from the Dean of Student Engagement and must be received prior to the beginning of the registration period in which the student seeks permission for off-campus residence.

Room regulations established by the University apply as part of the housing agreement between the institution and the student. When a student reserves a room in a residence hall, it is mutually agreed and understood that the student is liable for payment of room charges throughout the full academic year. The University reserves the right to close the residence halls during Christmas and Spring Break.

Rooms are furnished with two twin beds, two chest drawers, two desks, two chairs, and a mirror. Students supply their own linens, pillows, spreads, blankets, towels, washcloths, and other room accessories such as throw rugs, vases, brooms, dustpans, desk lamps, and curtains.

Room reservation forms (Housing Contract and Housing Application) are available on the Fisk website ([www.fisk.edu](http://www.fisk.edu)). All new undergraduate students are required to complete either an on-campus housing form or an off-campus housing request after the enrollment deposit has been paid. The Off-Campus Housing forms are located on the Fisk website ([www.fisk.edu](http://www.fisk.edu)). The student must return these completed housing forms to the Office of Student Engagement. A room is then reserved and a residence hall assignment reservation is mailed to the new student and confirmation is emailed to the returning student through his/her Fisk email account. Room assignments are made when the student arrives. Local students may also reside on campus and should submit their requests to the Office of Student Engagement.

Currently enrolled students must reserve rooms and request roommates by March 30 of each year through the Office of Student Affairs. Neither roommate choice or space availability can be assured for students who fail to meet this deadline. Room-reservation fees should be paid by continuing students by April 15 of each year, in the amount of \$100.00, in order to assure that space will be available in the residence hall for the new year. When a student enters the residence hall in the fall, the reservation fee for returning students is not applied toward payment of the student account.

All students must sign a housing contract with the Office of Student Engagement, in addition to paying the residence hall deposit, in order to assure that space will be available in campus housing.

All students who are not members of the graduating class, Jubilee Singers or the choir are expected to vacate the residence halls immediately after their final examination in May.

A room damage deposit of \$100.00 is also required of each student residing in a residence hall. This sum is held as long as the student maintains in campus residency and until the University determines that the student has completely established room checkout procedures with the Residence Hall Director. If the student vacates a room without checking out, the room deposit is forfeited. Room damage assessments will be made during room checkout.

## **Fisk Facts**

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## Brief History

The origins of Fisk University may be traced to the days immediately following the abolition of slavery in the United States. Six months after the end of the Civil War, and just two years after the Emancipation Proclamation, three men- John Ogden, the Reverend Erastus Milo Cravath, and the Reverend Edward P. Smith- established the Fisk School of Nashville, named in honor of General Clinton B. Fisk of the Tennessee Freedmen’s Bureau, who provided the institution with facilities in former Union army barracks near the present site of the Frist Center. In these facilities Fisk convened its first classes on January 9, 1866. The first students ranged in age from seven to seventy.

The work of Fisk’s founders was sponsored by the American Missionary Association- later part of the United Church of Christ. Ogden, Cravath, and Smith, along with others in their movement, shared a dream of an educational institution that would be open to all, regardless of race, and that would measure itself by “the highest standards, not of Negro education, but of American education at its best.” Their dream was incorporated as Fisk University on August 22, 1867.

The traditions of excellence at Fisk begin with Fisk students. Fisk’s world famous Jubilee Singers originated as a group of traveling students, who set out from Nashville in 1871 to raise money for their school. The singers struggled at first, but before long their performances so electrified audiences that they traveled throughout the United States and Europe. The Jubilee Singers introduced much of the world to the spiritual as a musical genre, and in the process they raised funds that preserved their University and permitted construction of the Jubilee Hall, the south’s first permanent structure built for the education of black students. Jubilee Hall remains today the dramatic focal point of Fisk’s campus. To this day, each October 6, Fisk pauses to observe the anniversary of the singers’ departure from the campus in 1871.

## **Fisk: An Accomplished Institution**

Fisk has been a leader in American scholarship because it has been a birthplace for new and challenging ideas probing far beyond the concerns of more complacent mainstream thinkers. Over the past years, Fisk has achieved an international reputation as a liberal arts institution of high quality. Even before regional accreditation was available to historically black institutions, the work of Fisk had gained recognition by the Board of Regents of New York State and by leading universities throughout the nation.

Other notable “Firsts” include:

- The first Historically Black College or University (HBCU) to gain accreditation by the Southern Association of Colleges and Schools (SACS) (1930)
- The first HBCU to be placed on the approved lists of the Association of American Universities (1933)
- The first HBCU to be placed on the approved lists of the American Association of University Women (1952)
- The first HBCU to be granted a charter for the establishment of a chapter of Phi Beta Kappa Honor Society (1953)
- The first HBCU to receive a chapter of the Mortar Board, a senior society formerly for women, now open to men

In addition to the achievements listed above, Fisk is a member of the council of Graduate Schools in the United States, a sponsoring institution of the Oak Ridge Associated University, Inc. accredited by the National Association of Schools of Music, American Chemical Society, International Assembly for Collegiate Business Education and the Association of Collegiate Business Schools and Programs.

## Fisk University Today

- *U.S. News and World Report* Top Colleges and Universities, August 2011, ranked Fisk **in Tier I at #122 of more than 1,400 of Liberal Arts Institutions.**
- In July 2011, *The Washington Monthly* ranked **Fisk #16**, 93<sup>rd</sup> percentile, of 250 Liberal Arts institutions in research, social mobility and service.
- Fisk has been listed for **19 consecutive years** among Princeton Review's "Best 371 Colleges".
- A recent National Science Foundation study revealed that **Fisk alumni earned more doctorate degrees in the natural sciences** than African-American graduates from any other college or university in the nation.<sup>1</sup>
- Fisk is one of only 6 historically Black institutions listed in *Forbes'* magazine's 2010 "America's Best Colleges" listing of over 600 American schools of higher education.
- Fisk ranks in the **top 77<sup>th</sup> percentile** of all institutions in the United States receiving federal science and engineering research funds.<sup>2</sup>
- Fisk ranks among the **top-fifty baccalaureate institutions** in producing African-American science and engineering doctoral degree recipients.<sup>3</sup>
- For the **nineteen-consecutive year**, Fisk has been selected for inclusion to the "Best 361 Colleges" by the Princeton Review.
- Fisk earned three R&D 100 Awards for their work in the creation of radiation detectors developed in collaboration with several national laboratories and corporations. No other HBCU has earned an R&D 100 Award.
- According to the National Science Foundation, Fisk produces more African-Americans who go on to earn doctoral degrees in the Natural Sciences than any school in the nation.

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<sup>1</sup> National Science Foundation

<sup>2</sup> 2007 - National Science Foundation: Fisk Institutional Profile

<sup>3</sup> 2007 - National Science Foundation

## Grade Conversion Scales

### Numerical Average to 4.0 GPA Scale

70 – 70.99	= 1000	78 – 78.99	= 2.125	86 – 86.99	= 3.125
71 – 71.99	= 1.43	79 – 79.99	= 2.250	87 – 87.99	= 3.250
72 – 72.99	= 1.286	80 – 80.99	= 2.375	88 – 88.99	= 3.375
73 – 73.99	= 1.429	81 – 81.99	= 2.500	89 – 89.99	= 3.500
74 – 74.99	= 1.572	82 – 82.99	= 2.625	90 – 90.99	= 3.625
75 – 75.99	= 1.715	83 – 83.99	= 2.750	91 – 91.99	= 3.750
76 – 76.99	= 1.858	84 – 84.99	= 2.875	92 – 92.99	= 3.875
77 – 77.99	= 2.000	85 – 85.99	= 3.000	93 – 99.99	= 4.000

**Table 1**  
**Concordance between ACT Composite Score and**  
**Sum of SAT Critical Reading and Mathematics Scores**

SAT CR+M (Score Range)	ACT Composite Score	SAT CR+M (Single Score)
1600	36	1600
1540–1590	35	1560
1490–1530	34	1510
1440–1480	33	1460
1400–1430	32	1420
1360–1390	31	1380
1330–1350	30	1340
1290–1320	29	1300
1250–1280	28	1260
1210–1240	27	1220
1170–1200	26	1190
1130–1160	25	1150
1090–1120	24	1110
1050–1080	23	1070
1020–1040	22	1030
980–1010	21	990
940–970	20	950
900–930	19	910
860–890	18	870
820–850	17	830
770–810	16	790
720–760	15	740
670–710	14	690
620–660	13	640
560–610	12	590
510–550	11	530

## **Appendices**

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### **General Number to Fisk Operator**

1-800-443-FISK (3475) or 615-329-8500

### **Office of Recruitment and Admission**

Cravath Hall

1-888-702-0022 or 615-329-8666

### **Office of Alumni Affairs**

Richardson House

615-329-8598 or 1-800-443-ALUM (2586)

### **Business Office**

Carnegie Hall

615-329-8546

### **Office of Financial Aid**

Carnegie Hall

615-329-8735

### **Office of Student Engagement**

Spence Hall

615-329-8597

### **Office of the University Registrar**

Cravath Hall

615-329-8586

## **Frequently Asked Questions and Answers**

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Recruiters are often asked questions about Fisk University upon acquaintance of meeting and following-up with a student. If you do not know the answer to a question, please refer them to the Office of Recruitment and Admission or desired office in order to answer their questions appropriately.

**Question:** What are some advantages of attending an HBCU (Historically Black College or University)?

*Answer:* Historically Black institutions have graduated 85% of black doctors, 46% of black business executives, 50% of black engineers, 80% of black federal judges, 50% of black attorneys, and 75% of black military officers.

**Question:** Are first year students guaranteed housing?

*Answer:* Yes. All undergraduate students who are unmarried and financially dependent upon parental support are required to live in University residence halls.

**Question:** Can I choose my roommate?

*Answer:* Yes. Each student must submit the name and social security number of the proposed roommate on his or her housing application. The housing office makes every effort to honor your request.

**Question:** Is security provided on campus?

*Answer:* Yes. Fisk has professional security officers present on campus at all times.

**Question:** How many students attend Fisk University?

*Answer:* Approximately 600 students.

**Question:** What is the student/ teacher ratio?

*Answer:* 12 to 1

**Question:** What is the female/male ratio?

*Answer:* 7 females to every 1 male

**Question:** Can freshmen students have cars?

*Answer:* Yes, but parking is limited, therefore the university encourages them not to bring their cars freshman year.

**Question:** How does the meal plan work?

*Answer:* Meals are included in the board fee for on-campus students. Students living on campus are required to purchase meal plans. Off-campus students may also purchase meal plans separate from their normal fees.

**Question:** Are there campus jobs available to students?

*Answer:* Most jobs are offered through the Federal College Work study program. There are jobs that can be directly applied for, such as jobs in the bookstore, cafeteria, and residential assistant positions.