

CMAC

Carnegie Mellon Admission Council

Carnegie Mellon University

Adopt A High School Training Manual 2011-2012

Table of Contents

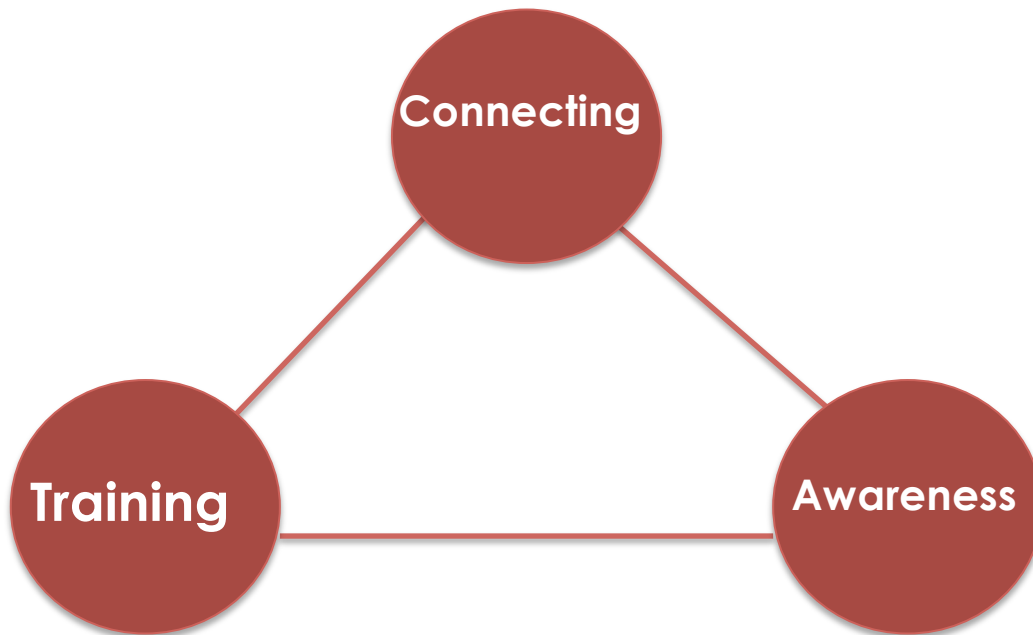
Introduction and Welcome	3
Carnegie Mellon Today.....	6
Admission Process and Timeline.....	33
NACAC.....	37
High School Involvement.....	43
High School Visit.....	43
College Fair.....	44
Alumni Interview.....	44
Connect to Campus.....	45

Thank you for becoming part of the Adopt-A-High School program through CMAC. This manual will serve as an overview of the program as well as a comprehensive training guide to study before taking the certification test at the end.

So, What is Adopt A High School?

The best way to think about Adopt A High School (AAHS) is as a network. Our goal is to connect high schools with CMACers in a variety of ways in order provide resources for prospective students during the admission process. The Office of Admission will provide local high schools with the names and contact information of interested CMACers, along with suggested ways to utilize the CMACers as a valuable resource for students. This could mean additional alumni interviews, college fairs, visiting the high school to speak to students, or participating in a college panel night to name a few options. It will be up to the high school guidance or college counseling department to determine the level of involvement from CMACers.

So, How do we build the network?



Through Training, Connection, and creating Awareness we hope to provide a valuable resource for high school counselors and students to utilize during their college search and decision process.

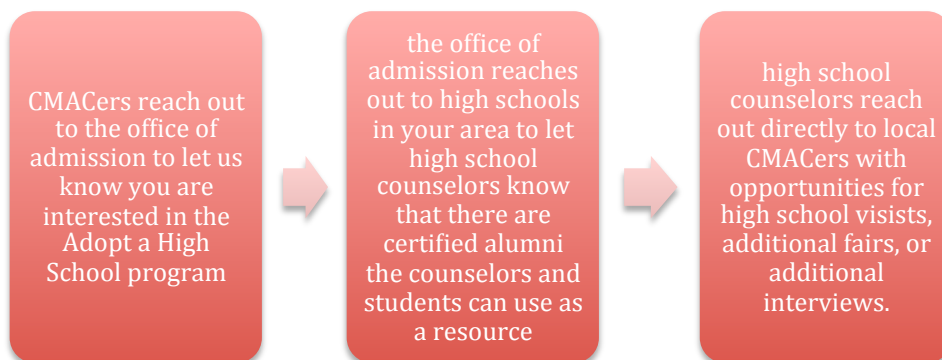
Training: Our CMACers who are a part of the Adopt a High School program will be lean, mean, admission knowledge machines. We will provide extensive training on Carnegie Mellon today, the city of Pittsburgh, and the Admission process so that as a CMACer you will be prepared to answer questions and provide insight to students and college counselors. This manual as well as successful completion of the required test at the end will make you a Certified Adopt a High School CMACer. This certification process assures that as a CMACer you are able to comfortably handle not only a college fair or interview, but a high school visit with counselors and students.

Awareness: Jason, Kate, and Susan will provide high schools with a list of available and certified Adopt a High School CMAC members in the local area and also let college counselors know how the CMACers can be called upon to assist students in learning more about Carnegie Mellon. If you as a CMACer know of any local high schools that would be particularly good to visit or connect with let us know and we can reach out to the guidance department at that high school.

Connecting: The connection from here will come from the high schools themselves. Once the Office of Admission makes the high school aware of the CMAC resources available, it will be up to the high school to determine how extensively to utilize CMACers in the area. You as an Adopt a High School CMACer will be contacted directly by the guidance and college counselors with opportunities to be involved.

The Adopt a High School program is in addition to other CMAC opportunities, like alumni interviews and college fairs. CMACers who participate in AAHS should still expect to receive calls about interviews or attending fairs if you are signed up to be involved in those activities.

CMAC Adopt a High School Flow Chart



High School Visit to Go

A valuable tool for CMACers participating in the Adopt a High School program will be the High School Visit to Go. This web-based program provides videos and images to help students see Carnegie Mellon without ever coming to campus. This site can be used at the discretion of the CMACer during a high school visit or alumni interview. Here is the link to the site:

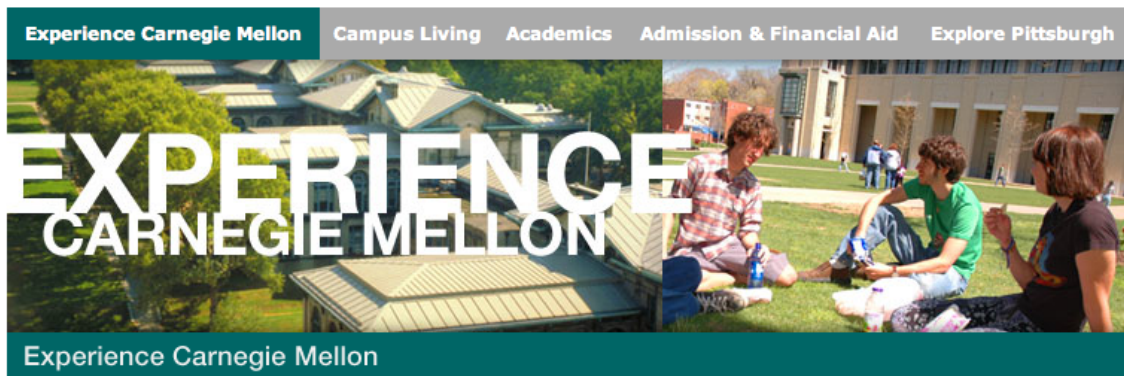
<http://www.cmu.edu/enrollment/admission/hsvtogo/>

Make sure to check out the videos and familiarize yourself with the site so you can use it effectively- this is a great tool for providing prospective students with information about Carnegie Mellon!

Some of the video topics include:

- Introduction to Carnegie Mellon
- Academics
- Campus Living
- Housing and Dining
- Traditions
- Pittsburgh
- Admission & Financial Aid

Feel free to use, some, all, or none of the videos.



High School Visit To-Go

High School Visit To-Go Videos

[Introduction to Carnegie Mellon](#)

Carnegie Mellon Today

History:

1900- Founded by Andrew Carnegie
1912- Became Carnegie Tech
1967- Merged with Mellon Research Institute to
become Carnegie Mellon University

Population:

5,910 Full Time Undergraduates
2,762 Full Time Masters/PhD Students
1,385 Faculty
3,704 Staff Members
26 Office of Admission Staff

Freshman Fast Facts (Class of 2015):

27,913 Total Applications
5,948 Total Students Admitted
1,479 Students in the Class of 2015

Campus Size:

4,986,790 Total Square Ft
144 Acres
89 Buildings

The Colleges:

CIT (Carnegie Institute of Technology)
CFA (College of Fine Arts)
School of Art
School of Design
School of Architecture
School of Music
School of Drama
HSS (Humanities and Social Sciences)
IS (Information Systems)
MCS (Mellon College of Science)
SCS (School of Computer Science)
TSB (Tepper School of Business)

Carnegie Institute of Technology (CIT)

The Carnegie Institute of Technology is the oldest and largest of the six undergraduate colleges at Carnegie Mellon (about 28% of the university!). CIT is currently home to Engineering



Total Number of Students: 1,647

Total Number of freshman in the Class of 2015: 467

Majors Offered:

Chemical Engineering

Civil and Environmental Engineering

Electrical and Computer Engineering

Materials Science Engineering

Mechanical Engineering

Biomedical Engineering*

Engineering & Public Policy*

*Offered as Double Majors ONLY

First Year Experience (FYE)

CIT students all enter technically "Undecided". All students in CIT go through the First Year Experience (FYE). During FYE students have the opportunity to take two introductory engineering courses, speak to advisors, participate in community service, eat meals with upperclassman and faculty, and more- all culminating in the Major Blast- a celebration of students choosing their official major at the end of freshman year.

Research

There is research going on in every area of engineering for both undergraduates and graduate students alike. Several engineers participate in SURG (Small Undergraduate Research Grant[s]) each year, and the CIT Honors Research Program is available by invitation only to juniors and seniors in CIT. If students want a snapshot of current research, point students to -

<http://www.cit.cmu.edu/research/index.html>

This is the website for research going on at CIT. Students can see innovations like Ultra Miniature Implantation Devices, early detection of aortic aneurysms, innovation in iron and steel manufacturing, utilizing nanomaterial for energy production, and a lot more!

For more information about CIT, check out these links:

www.cit.cmu.edu - CIT main website

http://www.cit.cmu.edu/prospective_students/undergraduates/index.html - Perspective student information for CIT

CIT FAQ:

Can I double major in CIT?

Yes, CIT students do have room in their schedules to have a double major or a minor within engineering or in another area of the university.

Are there Co-Op Programs or Internships available?

Yes, CIT students have access to both a Co-Op program and internships. Internships have traditionally been more popular with our students, but if perspective students have questions about Co-Ops they should visit each department's website for information on co-op programs available.

Are there accelerated Bachelors/Masters programs?

Yes, there are accelerated degrees offered in all 5 traditional engineering disciplines. We also offer a unique degree in conjunction with the Tepper School of Business where a student can earn a BSE and MBA in 5 years.

Can I minor in Engineering?

Yes, there are several minors available in CIT:

For Engineering Students:

<i>Audio Engineering</i>	<i>Environmental Engineering and Sustainability</i>
<i>Automation and Control</i>	<i>International Engineering</i>
<i>Biomedical Engineering</i>	<i>Manufacturing Engineering</i>
<i>Colloids/Polymers/Surfaces</i>	<i>Materials Science Engineering</i>
<i>Data Storage Systems</i>	<i>Mechanical Behavior of Materials</i>
<i>Electronic Materials</i>	<i>Robotics</i>

For Non-Engineering Students:

*Biomedical Engineering
Engineering Studies
Technology and Policy
Robotics*

Who is hiring CMU's Engineers?

Our student's success rate after graduation is strong. Just some of the companies hiring our seniors are:

<i>Lockheed Martin</i>	<i>IBM</i>
<i>Boeing</i>	<i>PPG Industries</i>
<i>General Motors</i>	<i>Google</i>
<i>Alcoa</i>	<i>BP</i>

College of Fine Arts (CFA)

CFA is home to our five fine art programs. There are three studio based programs (Art/Design/Architecture) and two conservatory programs (Drama/Music). These programs are designed as professional career training programs- CFA does not believe in the starving artist. Entrance into one of the five schools is granted based on not only an academic review but also an audition and/or portfolio review.



Make sure to check out this website for more information about CFA:

<http://www.cmu.edu/enrollment/admission/finearts/>

Architecture

A five-year professional degree, the Architecture program at Carnegie Mellon provides students with the education and studio experience required to take their exams at the end of five years and begin working as an architect without continuing education.

Total Number of Students: 293

Total Number of freshmen in the Class of 2015: 60

Degree Granted: NAAB Accredited Bachelors of Architecture (BArch)

Courses for Non-Majors:

Architecture for Non-Majors

Minor in Architecture Technology

Research in Architecture:

Urban Design Studio (UBDS)- a design collaborative in which students from the Urban Lab studio at Carnegie Mellon's School of Architecture work with a variety of local individuals and organizations to both design and build architectural interventions for nearby communities in need. This year-long process provides students the opportunity to physically realize a project of their own design, while empowering them with valuable hands-on experience and meaningful community service.

Intelligent Workplace Energy Supply System (IWESS)- an integrated set of components that uses solar thermal energy and a renewable liquid fuel to provide power, cooling, heating, and ventilation for Carnegie Mellon's Intelligent Workplace (IW). The objective of the IWESS is to provide a healthy, productive, and comfortable environment for the occupants of the IW and to reduce the primary energy requirements for its operation by a factor of two.

Architecture FAQ:

Can I double major from Architecture?

Possible, yes. Realistic, truthfully no. Due to the intense nature of the studio courses required for architecture students there is an extremely small window to add in other courses. A minor IS doable, but a double major is not a realistic goal for architecture students.

Can I be in the BXA program from Architecture?

Yes, Architecture can be used as the “Art” component of a BXA program, however students should be aware that when they select Architecture as part of the BXA it is no longer a 5-year BArch degree, but a 4-year bachelors degree.

Do I have my own studio space?

Yes, starting freshman year architecture students have their own desks and lock boxes to use through the academic year.

Do I have to submit a portfolio?

All students applying to the School of Architecture MUST submit an online questionnaire as part of the application process. The School of Architecture also highly recommends applicants visit campus for on-campus portfolio review, but it is not required. If you select this option, you will visit Carnegie Mellon to review your previously submitted work with architecture faculty and receive an introduction to our School. You will be able to ask questions and engage with an admission counselor, students, faculty and staff within the School of Architecture.

Early Decision applicants must attend the portfolio review day in mid-November and Regular Decision applicants can attend any January portfolio review day. Regular Decision applicants must register for an on-campus review day by January 1 (November 1 for Early Decision applicants). Once you’re registered for the on-campus review, please follow the instructions for uploading your portfolio to our electronic portfolio system.

Art

The School of Art offers students the chance to study in a studio environment with several concentration options.

Total Number of Students: 200

Total Number of freshmen in the Class of 2015: 46 (including BXA students)

Degree Granted: BFA (Bachelor of Fine Arts).

All students receive a BFA, and select one of the following **concentrations**:

Drawing, Painting, Printmaking and Photography [DP3]

Sculpture, Installation and Site-Work [SIS]

Electronic and Time Based Media [ETB]

Contextual Practice [CP]*

*Contextual Practice, which is not media based, engages students in the study and production of socially engaged art projects that respond to specific public contexts and audiences. Contextual practice classes can be stand alone or may be incorporated into any of the 3 media areas

Courses for Non-Majors:

Non-Art majors (this includes Art Minors) may take any School of Art course only on a space-available basis since Art Majors (BFA, BHA and BSA) have priority. There are no

"general" Art courses and there are no Art courses specifically for non-majors. Students should find specific Art courses they want to take.

Art FAQ

Can I double major from Art?

Yes, about one third of the students choose to minor or double major in another area. Students contemplating this option should make sure to speak to their advisor to work about scheduling and studio time.

Can I be part of the BXA in Art?

Yes, students are welcome to choose Art as their area of fine art in the BXA program.

Do I have to choose my concentration right away?

No, students have until the end of their first year to select a concentration within Art.

Do I have to submit a portfolio?

Yes, all students wishing to be part of the School of Art must submit a portfolio as part of their application process. Details on the portfolio can be found on the School of Art's website.

Some details about the portfolio review:

** The portfolio should include as much work as possible done independently outside the classroom.*

The portfolio should include pieces from as many of the following categories as appropriate:

Drawings and paintings done from observation and/or imagination

Photography, printmaking projects, collage, mixed media, etc.

Sculpture in any medium or size

Environmental or site-specific installation (work made for a particular location either indoors or outdoors)

Computer-generated imagery

Work that changes with time, such as kinetic sculpture, animation, installation, performance and digital media, including live action video and interactive work or other time-based works

Design

Design students have the option to choose between Communication and Industrial Design.

The School of Design is a professional program centered on product design for clients.

Total Number of Students: 180

Total Number of freshmen in the Class of 2015: 42 (including BXA students)

Degree Granted: BFA (Bachelor of Fine Arts)

Majors:

Communication Design

Industrial Design

Minors:

Communication Design
Industrial Design
Photography

Courses for Non-Majors:

Almost all courses are restricted to School of Design Majors and Minors. Check the course catalog for specific courses that can be added by instructor invitation only.

Companies hiring our design students:

Puma Museum of Natural History
Nike Ford
Apple

Design FAQ

Can I double major from Design?

Due to the studio-based, sequential nature of the School of Design courses it can be extremely difficult to double major or minor in another area. It is possible, but students must speak with their advisor to work on scheduling issues that may arise.

Can I be part of the BXA from Design?

Yes, students can choose design as the Art portion of their BXA curriculum

Do I have to choose my major right away?

No, students in the School of Design are all together for the first foundation year. At the end of freshman year students choose between Industrial and Communication design.

Does Carnegie Mellon offer computer animation and graphic design?

Yes, animation and graphic design are integral parts of our communication design major. Students may also utilize the Human Computer Interaction secondary major starting their junior year to concentrate in computer animation.

Do I have to submit a portfolio?

Yes, all applicants to the School of Design must submit a portfolio as part of the application process. Details for the portfolio review can be found on the School of Design website. If a student does not have a portfolio of any kind, there is a "Design Project" that can be completed in lieu of a portfolio. Details on the Design Project can be found on the website as well.

http://www.design.cmu.edu/show_admissions.php?s=5&t=6

Music

The School of Music is a conservatory program currently ranked in the top 10 music programs in the United States. World-class faculty- principal members of the Pittsburgh Symphony, artists from the Metropolitan Opera, as well as artists from other symphonies and companies around the world teach students in the School of Music!

Total Number of Students: 350 (graduate and undergraduate)

Total Number of freshmen in the Class of 2015: 48 (including BXA students)

Performances: over 300 public performances per year including symphonies, operas, small ensembles, and recitals.

Degree Granted: BFA (Bachelors of Fine Arts), BS (in Music Technology)

Majors:

- Performance (Keyboard, Instrumental, or Vocal)

- Music Composition

- Music and Technology (Bachelor of Science) *

 - *This is a joint degree between the School of Music and CIT (ECE) or SCS. Offered for Regular Decision only.

Minors for Music Majors:

- Conducting

- Accompanying

- Music Technology

- Jazz Performance

Minors for Non-Majors:

- Music

- Musicology

- Music Theory

- Music Technology

Courses for Non-Majors:

Most School of Music courses are open to non-majors pending space in the course and completion of any prerequisites. Preference is given to School of Music students. Non-Majors are able to take lessons through the "Music Extension Division". Lessons are taught by graduate students, visiting artists, and faculty (pending availability), and students must register and pay for any lessons taken during the school year.

Ensembles for Non-Majors:

- Kiltie Band (non auditioned)

- All Campus Orchestra (non auditioned)

*All School of Music ensembles are open and have blind auditions. This means that students from any department can audition and participation in any ensemble is based on merit.

Music FAQ

Can I double major from Music?

Students do have electives built into their schedule to take courses outside the School of Music. A minor in another area is usually attainable but double majoring is extremely difficult.

Can I be a part of BXA?

Yes, students may choose music as their area of art in the BXA program.

Do I have to audition?

Yes. All students must audition for the School of Music. All information on required pieces and any additional information can be found on the School of Music website. Students should also be aware that for Piano, Voice, Flute, Violin, and Music Composition there is an additional pre-screening process to the audition.

Can I choose my teacher?

Yes, students are able to request specific faculty the summer before their freshman year.

Can I study abroad?

Yes, students are able to study abroad, though the School of Music encourages summer study abroad programs rather than during the academic year.

What if I want to be a Music and Technology student?

Students wishing to be part of the Music and Technology program must be admitted to BOTH the School of Music and either the Carnegie Institute of Technology (ECE) or the School of Computer Science. When completing the additional Music Application students will select a "track" (either music or technology). For more information please see the School of Music website.

Drama

The School of Drama is a conservatory professional training program for students who are serious about pursuing a career in theatre arts. Students' schedules within the School of Drama are extremely structured and intensive, providing the training necessary to go on to TV, film, or stage. ALL seniors attend Showcase in New York and Los Angeles. The Carnegie Mellon School of Drama is the oldest degree granting theatre program in a university.

Total Number of Students: 219

Total Number of freshmen in the Class of 2015: 51 (including BXA students)

Degree Granted: BFA (Bachelors of Fine Arts) in Drama, students' resumes have specific concentration listed

Majors:

Acting/Musical Theatre
Design

Dramaturgy
Directing
Production, Technology & Management

Minors:

Drama

Courses for Non-Majors:

Acting for Non-Majors

Performances: 25 full-length productions per year.

All acting/musical theater students begin performing their junior year.

Students are not permitted to work during the school year.

Drama FAQ:

Can I double major from Drama?

No. Students in the School of Drama do not usually have the time to complete a double major in another area of the university. It can be possible in some majors to have a minor, but it is still extremely difficult.

Can I apply Early Decision?

Students in Acting/Musical Theatre and Directing may NOT apply Early Decision. Other areas of drama are welcome to apply Early Decision I, there is no Early Decision II option for any of the CFA Schools.

Can I be in shows as a non-major?

No, all performances are restricted to drama students. There are theater groups for non-majors on campus that students from all areas of the university can be involved in.

Do I have to audition?

Yes, all students wishing to be part of the School of Drama must complete either an audition or interview depending on intended program. For specific instructions on requirements for auditions please see the School of Drama website. www.drama.cmu.edu

Can I be a part of BXA?

Yes, students can choose Drama as their area of art, but the BXA program is not available to Acting/Musical Theater students.

BXA

The BXA program stands for a Bachelor of "X" and Arts. The X can either be an area of Humanities (BHA), an area of Science (BSA) or an area of Computer Science (BCSA). The goal of the Bachelor of Humanities and Arts (BHA), Bachelor of Science and Arts (BSA), and Bachelor of Computer Science and Arts (BCSA) BXA Intercollege Degree Programs is to allow a select group of students who demonstrate interest and accomplishment in the fine arts and the humanities, social sciences or natural sciences, computer science, and emerging media to pursue both arenas of study through a self-designed interdisciplinary curriculum.

To be considered for the BXA program, you must apply and be admitted to both CFA and H&SS/MCS/SCS (you must select a CFA school and H&SS/MCS/CS major on the Carnegie Mellon University Common Application Supplement). This program is not open to music theatre or acting majors. There is also no early decision option for students wishing to pursue a BXA program.

Additionally students should use the Carnegie Mellon supplement essay to describe their interest in the BXA program. Students should be sure to note the specific programs they are applying to, and why they feel that the BXA program would be a good fit based on prior academic achievement and future educational/vocational goals.

For more information about the BXA, including snapshots from current BXA student projects, visit <http://www.cmu.edu/interdisciplinary/index.html>

BXA FAQ

Is the BXA like a double major?

No, the BXA is an interdisciplinary, interwoven degree. Students do not take all courses in either area of study, but choose courses that allow them to study the intersection between the two fields.

Can I apply Early Decision to BXA?

No, there is no early decision option for BXA because students must apply to two colleges in order to be part of the BXA program and under early decision students are only considered for their first choice college.

Can I do a BXA in engineering?

There is not a BXA program with CIT, but students who choose the BCSA option have access to a wide range of technical courses to choose from.

Can I study abroad if I am a BXA student?

Yes, each BXA program strongly encourages students to study abroad during their undergraduate experience

Can I have an internship as a BXA student?

Yes! BXA students are strongly encouraged to have an internship experience during their time at Carnegie Mellon. For more information on internships as well as a list of where BXA students have been earning internship credit visit <http://www.cmu.edu/interdisciplinary/programs/internships.html>

Humanities and Social Sciences (HSS)

HSS is our liberal arts college. Home to over 60 majors and minors, students have until the end of the second year to select a major. The advising system in HSS allows students to structure their general education courses towards a particular major or program while still maintaining a liberal arts education. There are fields available to current students that were pioneered here at Carnegie Mellon- decision sciences, technical writing, cognitive neuroscience, and several others.



Total Number of Students: 1,138

Total Number of freshmen in the Class of 2015: 255

Departments and Programs:

Departments:

Economics

BA/BS Economics

BS in Economics and Mathematical sciences

BS in Economics and Statistics

English

BA in Creative Writing

BA in English

BA in Professional Writing

BS in Technical Writing

History

BA in History

BA in Global Studies

BA/BS in Ethics, History and Public Policy

Modern Languages

BA in Hispanic Studies

BA in Francophone Studies

BA in German Studies

BA in Chinese Studies

BA in Japanese Studies

BA in European Studies

BA in Russian Studies

BA in Linguistics

Philosophy

BA in Philosophy

BS in Logic & Computation

BA/BS in Ethics, History and Public Policy

BA in Linguistics

Psychology

BA/BS in Psychology

BS in Cognitive Science

Unified major in Biology and Psychology

Social and Decision Sciences
 BS in Decision Science
 BS in Policy and Management
Statistics
 BS in Statistics

Interdisciplinary Majors and Special Academic Programs:

African and African American Studies
Bachelor of Humanities and Arts (BHA)
Economics and Statistics
Environmental Policy
Ethics, History and Public Policy
European Studies
Global Studies
Humanities Scholars Program
Information Systems
International Relations and Politics Program
Linguistics
Russian Studies

HSS Website: www.hss.cmu.edu *Check here for information on general education requirements, the Academic Advisory Center, and more!

HSS FAQ:

What's the difference between "departments" and "programs"?

Departments housed within the College of Humanities and Social Sciences are similar to those you would find at other major research universities. Within these departments, we offer several majors that you'll recognize right away: economics, history, philosophy, political science, and psychology. Each department offers a wide range of both traditional and innovative degree programs and minors. But H&SS also offers many unique "programs" that reflect Carnegie Mellon's interdisciplinary leadership. The list represents these unique inter-departmental, and sometimes, inter-college degree programs.

Can I double major in HSS?

Absolutely, students are able to double major within the humanities college as well as in other areas of the university.

Are there a lot of required general education courses?

There are required courses within the humanities courses, but students have the opportunity to choose the courses from lists within broad categories to fulfill their general education requirements. See the website for course descriptions of available options.

What if I am undecided about my major?

Students in HSS have until the end of their second year to select a major, so you can take your time and be taking general education courses that are guiding you towards a major area of study. The Academic Advisory Center will help you plan your schedule so you will still graduate on time if you take the full two years to decide.. Students should be aware that there are some programs that require earlier declaration (Economics, for example) so students should be utilizing the Academic Advisory Center to make sure that they are on track for their intended major.

Can I take a language?

Absolutely! Language courses are open to all students at the university. We offer- Spanish (Hispanic Studies), French (Francophone Studies), German (German Studies), Chinese (Chinese Studies), Japanese (Japanese Studies), Russian (Russian Studies) as primary majors ad minors. Italian and Arabic are also available as language certificate options. 54% of students at Carnegie Mellon choose to take a language!

Can I change my major?

Yes, pending space in the students future program of choice and academic performance thus far in the student's current major students are able to change majors within the Humanities College as well as into other areas of the university.

Information Systems

Information Systems (IS) is a unique and innovative interdisciplinary program in Carnegie Mellon's College of Humanities and Social Sciences. Drawing on a wide range of exciting college and university strengths, IS majors study the organizational, technological, economic

and societal aspects of information systems. Students completing the program will be well grounded in the fundamentals of organization theory, decision-making, teamwork and leadership, and research methods as well as current and emerging information systems technologies.

Graduates of the program are recruited by a wide range of employers in global consulting, manufacturing, consumer products, finance, software firms such as Accenture, Boeing, Credit Suisse, Deutsche Bank, Procter and Gamble, Johnson and Johnson, Microsoft and Google.

The Information Systems Program appeals to outstanding students with a wide range of backgrounds and interests. The flexible nature of the program encourages students to explore their own interests in a contemporary content area, such as professional communications, organizations, business and economics, and global systems. A wide variety of elective courses, complementary second majors and minors, and accelerated masters degree programs allow Information Systems students to take advantage of the many unique educational opportunities available at Carnegie Mellon University.

College of Humanities
and Social Sciences
**Information
Systems**

IS Senior Project Highlights:

Best of the Batch Foundation (Fall Semester, 2009)

The Best of the Batch Foundation is an organization founded by Charlie Batch of the Pittsburgh Steelers. The Foundation was created to help underprivileged children by offering after school sports and activities. The Foundation hosts an annual event called In The Pocket, which allows people to donate money in order to play against Pittsburgh Steelers in games of pool, ping-pong, and poker. Our client was Latasha Wilson, the Executive Director of the Best of the Batch Foundation.

The Problem:

The Best of the Batch Foundation must schedule the event and keep track of who attends and plays in a strict three-hour time span. As people pre-register they would be entered into a queue for each individual game table so that the players would know when their turn came up. During the course of the event, some tables would become backed up and other players would need to be moved from table to table in order to accommodate all games before the evening concludes.

The Solution:

Our team created a system that would alleviate these stressful tasks by registering all players and putting them into one single queue for each game rather than table. Once a free table opened up, the system would simply “pop” the top person from the queue and then place them in the game. We also created a scoreboard that displayed all of the queues and the latest highlights that were going on at different tables.

IBM Innovations - 2D Barcodes (Fall Semester, 2008)

IBM is a global corporation that provides a diverse range of IT related products and consulting services. IBM Innovations is the research and development arm of the company.

The Problem:

IBM Innovations was looking to explore possible applications of 2D barcodes on the web and how they could be used with mobile devices. They were looking for a set of tools demonstrating several methods for translating information into the Data Matrix and QR Code barcode formats.

The Solution:

The team delivered a set of web tools with three major components: a web service that can be called by client applications to incorporate barcodes dynamically into different media, a manual interface for encoding textual information into 2D barcode formats, and a browser plugin for end users to take advantage of the barcode technology in encoded URLs.

For more information about IS check out these links:

<http://www.cmu.edu/information-systems/> - information systems main page

<http://www.cmu.edu/information-systems/admission/index.html> - information on admission to information system

Information Systems FAQ:

If I want to be in Information Systems, do I apply to HSS?

On the Carnegie Mellon Supplement you will have the opportunity to select Information Systems individually.

Can I minor in Information Systems?

Students can not minor in IS, but IS does offer the Global Systems and Management minor intended for students wishing to develop skills essential for participating in emerging opportunities in global business systems, systems development, product development and global project management.

Mellon College of Science

The Mellon College of Science is a dynamic, collaborative college. The Mellon College of Science (MCS) is home to four departments and many programs and research centers that cross disciplines.



We approach scientific problems from fresh angles using innovative interdisciplinary approaches while drawing on our departmental strengths in the core sciences. MCS faculty members are nationally and internationally recognized for their research in a variety of fields, including polymer science, cosmology, mathematical finance and neuroscience.

At MCS, we encourage our students to collaborate within and across disciplines. Many begin research early in their college careers. More than 70% of MCS students conduct undergraduate research, where they don't just summarize or repeat previous research—they discover new science.

Total Number of Students: 757

Total Number of freshmen in the Class of 2015: 205

Majors/Programs Offered:

Biological Sciences

- B.A. in Biological Sciences (with an additional major from the College of Humanities and Social Sciences)
- B.S. in Biological Sciences
- B.S. in Biological Sciences and Psychology (jointly with the Department of Psychology)
- B.S. in Computational Biology
- M.S. in Biological Sciences
- M.S. in Computational Biology
- Ph.D. in Biological Sciences

Chemistry

- B.A. in Chemistry
- B.S. in Chemistry
- B.S. in Chemistry/Computational Chemistry Track
- B.S./M.S. in Chemistry
- M.S. in Colloids, Polymers, and Surfaces (jointly with the Department of Chemical Engineering)
- Ph.D. in Chemistry

Mathematical Sciences

- B.S. in Mathematical Sciences
- B.S. in Computational Finance (jointly with Heinz School of Public Policy and Management and Tepper School of Business)
- M.S. in Computational Finance (jointly with Heinz School of Public Policy and

Management and Tepper School of Business)
M.S. in Algorithms, Combinatorics, and Optimization
M.S. in Mathematical Sciences
D.A. in Mathematical Sciences
Ph.D. in Mathematical Finance
Ph.D. in Mathematical Sciences
Ph.D. in Pure and Applied Logic (jointly with the Department of Philosophy
and the School of Computer Science)

Physics

B.A. in Physics
B.S. in Physics
M.S. in Physics
Ph.D. in Applied Physics
Ph.D. in Physics

Minors Offered:

Intercollege Minors:

Environmental Science
Health Care Policy and Management
Scientific Computing

Departmental Minors:

Biological Sciences
Chemistry
Computational Finance
Discrete Mathematics and Logic
Mathematical Sciences
Physics

Research in MCS

Undergraduate researchers in the Mellon College of Science are integral parts of faculty research teams and contribute to cutting-edge research. MCS students don't just repeat experiments that have been done before. They discover something new, publishing their results in top journals and presenting their work at local and national conferences. Our students explore real-world problems, which don't always come in tidy boxes labeled biology or chemistry, math or physics.

For more information on university-wide research, check out the Undergraduate Research Office website- <http://www.cmu.edu/uro/>

Direct students to the MCS research website for information on SURG/SURF, Internships, and the Summer Research Institute.

www.cmu.edu/mcs/research/ug/index

MCS FAQ:

Can I research as an undergraduate student?

Yes! Our undergrads have many opportunities to get involved in research even starting freshman year.

Will I be taking science courses other than my major?

Yes, all students in MCS are required to take two calculus and physics courses, one chemistry, and one biology course regardless of major.

Will I have lab access as a freshman?

Yes, students do have access to labs in their freshman year. Some science courses have one semester of lab and one semester of lecture, but by the end of freshman year all MCS students will have lab experience.

Who teaches my labs and courses?

Your professors will be with you in lecture AND lab.

Can I study abroad?

Yes! Check out to Office of Orientation website for more details on the study abroad program.

Do lots of MCS students go on to graduate school?

Usually a little less than half the students in each MCS graduating class choose to go on to some kind of graduate school. In last years graduating class the most popular graduate programs were: Carnegie Mellon University, Duke University, Yale University, and University of Pennsylvania.

Does Carnegie Mellon have a Pre-Med major?

We offer the Health Professions Program (HPP) for students thinking of continuing in a health related field (medical school or otherwise). Students from all majors are welcome to be part of HPP. The advisors in HPP will help students schedule necessary courses, study and prepare for the MCAT, apply to medical schools, provide letters of recommendation, assist in interview preparation, and more! Check out the HPP website for more information. www.cmu.edu/hpp/

School of Computer Science

Carnegie Mellon's School of Computer Science (SCS) is one of the world's premier institutions for computer science research and

education. From the beginnings of "thinking computers" through today's intelligent tutors, our award-winning faculty, researchers and students are internationally known for consistently developing new methods and technologies that have an enduring impact on academic, scientific and commercial endeavors. Innovations such as speech recognition software, Internet search engines and the precursor of the Mac OS-X operating system can trace their roots to the interdisciplinary and collaborative environment of SCS and the technologically advanced Carnegie Mellon campus.

Carnegie Mellon
SCHOOL OF COMPUTER SCIENCE

Students should be aware that SCS offers ONE undergraduate degree. Students are given the opportunity to "track" or "concentrate" in one of several areas during their undergraduate study.

Students are REQUIRED to have a minor outside the School of Computer Science in order to gain breadth in their academic studies.

Total Number of Students: 574

Total Number of freshmen in the Class of 2015: 152

Majors Offered:

BS Computer Science

Intercollege Programs:

BS Computational Biology (with MCS)

BCSA (with CFA)

BS Music and Technology (with CFA)

Minors Offered:

Minor in Language Technologies

Minor in Computer Science

Minor in Robotics

Minor in Software Engineering

Additional Majors:

BS in Computer Science (for students seeking CS as a double major)

BS in Human Computer Interaction (HCI) *

*HCI is offered as a DOUBLE MAJOR ONLY

For more information about SCS, check out these links:

<http://www.cs.cmu.edu/> - SCS main page

<http://www.cs.cmu.edu/prospectivestudents/undergraduate/index.html> - page for prospective undergraduate students

SCS FAQ

What is the difference between Computer Science and Electrical and Computer Engineering?

Students should think about the difference as “hardware” (ECE) versus “software” (SCS). Computer engineers actually build the computers that computer scientists program.

Does Carnegie Mellon have game design?

We offer a masters program at the Entertainment Technology Center (ETC) in game design. SCS students are able to complete a combined 5-year BS/MS with the ETC if they are interested in going into the gaming industry.

Are there programs for women in SCS?

Women@SCS is a program for women in the computer science field.

What is Human Computer Interaction?

Human Computer Interaction (HCI) is a second major only program that students apply to enter either at the end of their first year or during their second year. Human-Computer Interaction (HCI) is devoted to the design, implementation, and evaluation of interactive computer-based technology. Examples of HCI products include intelligent computer tutors, wearable computers, and highly interactive web sites. Students must have a QPA of at least 3.0 to qualify for the program, and space is limited to 25 students per year. Check out the HCI website for more info. www.hcii.cmu.edu/

Tepper School of Business

The Tepper School of Business began as a MBA program that not offers one of the nations top 10 undergraduate business programs. Students in the Tepper school earn a BS in Business Administration, and are given the opportunity to track, or concentrate, in areas like finance, marketing, international management, entrepreneurship, and more.



Total Number of Students: 349

Total Number of freshmen in the Class of 2015: 90

Majors:

BS in Business Administration

Minors:

Business Administration (must have sophomore standing to apply)

*Students are able to double major in Business Administration, but should see the Tepper School website for prerequisites and QPA requirements.

Students are REQUIRED to complete a minor outside the Tepper School as part of their breadth experience.

Internships and Careers at Tepper

Students accept job offers with a range of companies including: Citi, Deloitte Consulting, the FBI, Goldman Sachs, GEICO, IBM, JP Morgan Chase, McKinsey, PepsiCo and Teach for America. The Carnegie Mellon Career and Professional Development Center has a career consultant who works solely with students from the Tepper School of Business. Freshmen through seniors can schedule an appointment to meet with the career consultant. The Business Opportunities Conference (BOC), takes place every year with over 50 companies offering internships and jobs to Tepper students and future graduates.

For more information about the Tepper School, check out these links:

<http://www.tepper.cmu.edu/index.aspx> - Tepper home page

<http://www.tepper.cmu.edu/undergraduate-business/index.aspx> - Undergraduate Business page

Tepper FAQ

Can I do a combined BS/MS program?

Yes, students have the opportunity to complete a BS/MBA from the Tepper school in five years. There are also combined programs offered in the areas of Computational Finance, Engineering, and Computer Science.

Can I study abroad?

Yes! The Tepper School encourages all students to study abroad during their undergraduate experience. Students also have the opportunity to complete an internship abroad to gain some business experience.

Can I transfer into Tepper from another university?

No, the Tepper School does not accept external transfers. There are opportunities to apply for internal transfer from another area of the university offered to a small number of students each year.

Since Tepper is also an MBA program, are my classes taught by graduate students?

No, your courses are all taught by faculty members who also teach courses at the MBA level.

Campus Life and Pittsburgh

Many students will not have the opportunity to actually visit campus to walk around the city of Pittsburgh, so during the high school visit we should try to let them know what a great place Pittsburgh is!

We asked some of our Andrew Ambassadors (current student tour guides) to talk about 15 things to do during Orientation, 15 things to see in Pittsburgh, and 15 spots not to miss on campus- here's what they said! Feel free to use these and come up with your own highlights of campus and Pittsburgh

15 you should know/do during Orientation:

- 1.) HALF-PRICE!! Fuel&Fuddle, India Garden, Joe Mama's, and Mad-Mex after 10 PM for tasty, half price food.
- 2.) Meeting with your advisor! They plant themselves in the UC
- 3.)Scotland Yard- the game room in the basement of the University Center has lots of pool tables, foosball tables, ping pong, DDR, shuffle board
- 4.) Brush up on Randy Pausch's Last Lecture and check out the Pausch bridge between the Gates Center and Purnell
- 5.) Paint the fence! Hang around till 12am with your new friends
- 6.) Attend the Activities Fair! Scout out CMU's clubs and organizations and find out how you can get involved.
- 7.) Go to the top of the Cathedral of Learning on the University of Pittsburgh campus! On the 36th floor, you can see all of Pittsburgh
- 8.) Go to Razy Fresh and Dozen on Craig St for a sweet treat
- 9.) Find all your classes before 1st day. Don't be afraid to map out your path to avoid being late or getting lost.
- 10.) Learn how to find and open your Student Mailbox in the University Center
- 11.) Go swimming for free in Schenley Park right next to campus. Take a picnic lunch and enjoy! If you go early enough check out the free movies they show in the park.
- 12.) Go to Target at the Waterfront buy a fan. You can get there by bus or carpool, while you're there grab some rain boots as well.
- 13.) Get a bus schedule and learn the bus routes. Your student ID functions as a bus pass so the bus is free way to get all over the city.

14.) Go to Primanti Brothers for the special Pittsburgh sandwich style, featured on Food Network's Diners, Drive-ins and Dives

15.) Go to Five Guys down in Oakland for great burgers and fries.

15 spots not to miss on campus:

1.) Dollar movie at McConomy auditorium in the UC Thursday - Sunday

2.) Ultimate Brownie/ Killer Cookie at The Underground

3.) The Exchange in Tepper

4.) The Posner Center- the rare books center, also the ONLY privately owned copy of the Bill of Rights.

5.) Exercise in the University Center. There are great places to work out or take a class up on the second floor, racquet ball courts on the first floor, and the pool!

6.) Pick-up soccer/ultimate frisbee on the cut

7.) Picnic on Flagstaff hill

8.) Take a nap in the nap-pod!

9.) The trucks on Margaret Morrison

10.) Hot Dog Cart by Tepper; get "The Puppy Love" - 2 hot dogs, chips and a drink for \$5

11.) Entropy- for all your basic grocery store needs.

12.) Check out the helix in Gates; best lattes on the 3rd floor for all present and future caffeine lovers.

13.) Hit up the bookstore to start stocking up on all your CMU gear

14.) Go see "Tank" in Newell-Simon

15.) Head for the 3rd floor of CFA to see all the student art work, it changes all year!

15 things to do/places to go in Pittsburgh:

1.) The Cultural District! Check out the August Wilson Center; Benedum Center; Byham Theatre; Heinz Hall; O'Reilly Theatre; Cabaret at Theatre Square. Tons of student price tickets available in Pittsburgh's thriving cultural scene. Everything from free art gallery crawls to operas, dance studios and comedy clubs can be found downtown!

2.) The Waffle Shop- established by a CMU alum!!

"The Waffle Shop is a neighborhood restaurant that produces and broadcasts a live-streaming talk show with its customers, operates a changeable storytelling billboard on its roof, and runs a take-out window that sells food from countries engaged in conflict with the U.S. The shop is a public lab that brings together people from all walks of life to engage in dialogue, experimentation and the co-production of culture. The project functions as a classroom for students from Carnegie Mellon University, an eatery, a TV production studio, a social catalyst, and a business. Our customers are our funders, audience, and participants as we film during open hours, inviting interested patrons to express their unique opinions and personalities.

The Waffle Shop is supported by the School of Art at Carnegie Mellon University, The Center for the Arts In Society, East Liberty Development Inc, We Do Property, Sota Construction Services, the Sprout Fund, Whole Foods, and the sale of waffles."

3.) Ride the Duquesne Incline for amazing views of the city

4.) Waterfront - movie theatre, shopping, and great places to eat! On Tuesdays go to Bar Louie for \$1 burgers and a movie at Lowe's for \$5!

5.) Carnegie Art & History museum - RIGHT next to us on Craig!!!! Plus visit the Andy Warhol museum and the Children's museum on the north side.

6.) Kennywood!! From the wooden Racer to the steel Phantom's Revenge this amusement park is a Pittsburgh legend. Make sure to eat fried oreos, Potato Patch Fries, and elephant ears! In October go down for Fright Nights if you're in the mood for a scare

7.) Carnegie Public Library - HUGE collection of books, music scores, and videos

7.) Southside - Höfbrauhaus is a favorite spot for Pittsburghers. It's a big hall modeled after Oktoberfest in Germany; great German food. If you're looking for something different try the tapas bars, coffee shops, and ethnic food all along East Carson Street.

8.) Pittsburgh zoo

9.) The Strip District. Go Saturday morning for fresh bread, produce, and fish

10.) Participate with Pittsburgh Connections! Go white water rafting, rock climbing, skiing, canoeing; horseback riding etc. at prices college students can afford.

11.) Pirate's game. Sure the team is pretty terrible, but the food, views, and perogie races are totally worth it!

12.) Go to Oh Yeah! on Highland; ice-cream with every topping under the sun available to mix in.

13.) Go to Mattress Factory

14.) Pamela's restaurant

15.) Once the weather gets cold make sure to go to Light Up Night downtown and go ice skating at PPG Place around the tree

Campus Life FAQ

Is housing guaranteed?

Yes, if students stay within the housing system then on campus housing is guaranteed all four years. Students are required to live on campus freshman year, but after that students are welcome to move off campus into an apartment or a house

What about the food?

Carnegie Mellon uses a “vendor system”, where we have over 25 eateries scattered in academic buildings, residence halls, and in the University Center. We have every variety of food available to students including vegan, vegetarian, and kosher options. There is also a small convenient store where students can find everything from pop tarts to shampoo.

Is there Greek Life on campus?

Yes, about 20% of the student population is involved in Greek Life. The fraternities and sororities on campus are very involved in community service both on and off campus.

Can I bring a car as a freshman?

No, freshmen are not permitted to bring cars to campus. Students have a subsidized bus pass on their student ID, and so you can ride the bus 24/7 anywhere in the city for free! There is also a bus called the 28X that goes back and forth to the airport all day for just \$3.25 per person. Students shouldn't worry, you can get wherever you need to go without a car.

Can I study abroad?

Yes! The Office of International Education coordinates all study abroad opportunities for students. We send over 400 students per year on study abroad trips to locations all over the world Check out their website for more information.

Will I have an advisor in my department?

Yes, all students will have an faculty advisor within their primary department. Students who choose BXA will also have an additional BXA advisor.

Are there many student organizations on campus?

There are over 250 student led organizations currently on campus. Every year there is a student organization fair where you can sign up to become part of as many activities as you wish. If there's not already a group that you are interested in it's very easy to start your own! Check out the student activities website for more info on student organizations- <http://www.studentaffairs.cmu.edu/studentactivities/>

Admission Timeline

2011 – 2012 Admissions Calendar

August

- Application booklets begin to mail.
- Interviews and other campus activities are heavy.
- Invitations to Information Sessions, Hometown Interviews and overnight weekends begin to mail.

September – November

- “Travel season” for the Admission staff. We typically travel across the United States, Puerto Rico and internationally to conduct Information Sessions, Hometown Interviews and High School Visits.
- Prospective student interviews held on campus.
- There will be three Sleeping Bag Weekends (SBWs) and one Celebration of Diversity Weekend (COD) for prospective families.

October 15

- Transfer application deadline for spring enrollment.

November 1

- **Early Decision I** – Application deadline (not available for drama, music composition, flute, voice or BHA/BSA/BCSA). This is for students where Carnegie Mellon is their first choice. Please note that Early Decision is a binding program. If we admit a student, he or she must withdraw all applications at other institutions.
- **NOVEMBER 15**- ALL Early Decision I Alumni Interview evaluations must be returned to the Office of Admission

December 1

- **Early Decision II** - Application deadline (Not available for architecture, art, design, drama, music or BHA/BSA). For applicants who know Carnegie Mellon is their first choice. Please note that Early Decision is a binding program. If we admit a student, he or she must withdraw all applications at other institutions.
- **Regular Decision** – Application deadline for College of Fine Arts (CFA).
- **DECEMBER 15**- ALL Early Decision II Alumni Interview evaluations must be returned to the Office of Admission

December 15 – January 15

- Early Decision applicants are notified of our admission decision.

January 1

- **Regular Decision** - Application deadline. (Not available for CFA)

January 1 – March 15

- There will be one Sleeping Bag/Celebration of Diversity Weekend.
- Auditions and portfolio reviews take place.
- “The Read” - the time of year when the vast majority of our time is spent reviewing applications.
- **No campus interviews are offered from November to May.**

January 15

- Deadline for submitting Regular Decision Art, Architecture and Design portfolios.

February 1

- **CMAC interviews should be completed in order for the alumni interview comments to be included in the application folders.** Students who are interested may still contact alumni after this date, but should be informed that there are now no guarantees that comments from the alumni interview will reach the Office of Admission in time to be included in the application review. You may email the Student Interview Form in order to speed up the process.

March 1

- Transfer student application deadline for fall enrollment.

March 15 – April 15

- Decision letters are mailed to Regular Decision candidates.
- Waitlist candidates are appraised of their admission status.

April 1 – April 30

- Office of Admission turns on the “I’M IN” Hotline for admitted students ONLY to answer any questions.
- April Visit activities officially begin. The entire month of April is similar to an open house. Students may visit campus on almost any day and find activities devoted to the enrollment process (overnight visits with current students, financial aid appointments, meetings with faculty, observing classes and many other interesting opportunities).
- One Sleeping Bag/Celebration of Diversity Weekend is held for admitted students ONLY.
- **A GREAT TIME TO CONTACT ADMITTED STUDENTS TO CONGRATULATE THEM AND ENCOURAGE THEIR ENROLLING INTO CARNEGIE MELLON!**

May 1

- **Enrollment deposit (\$800) deadline for freshmen.**
- After May 1, there may be waitlist movement if space is available in any of our programs.

June – August

- Transfer students are notified of their admission status.
 - The admission staff meets to plan for the next cycle.
 - The Summer Pre-College Programs for high school students are in session.
- Campus interviews/information sessions intensify

Admission Process

What are the requirements for admission?

The Common Application & Carnegie Mellon Supplement

- There are two essays as part of the Common App and Supplement. The Common App essay is very general, and the Supplement is the “Why Carnegie Mellon?” essay.
 - o Students wishing to apply for the BXA program should note that in the Supplement essay as there is no opportunity to designate BXA in other areas of the application.

High School Transcript

- Students and counselors should note that Carnegie Mellon does not consider 9th grade in the admission process. We recalculate all student GPAs to a standard 4.0 scale using grades from 10th, 11th, and as much of 12th grade as is available.
- The admission committee is looking for students who take the most challenging curriculum available. While we understand that not every high school offers AP courses, we want to see that a student has taken advantage of what IS offered.

Standardized Testing

- Students are able to take standardized tests up until and including the month in which the student applies, regardless of decision plan (Early vs. Regular). If a student is applying Early Decision and taking late testing (November for ED I or December for ED II) they should be advised that we will hold their application in committee for those scores, but their admission decision could be delayed as a result.
- A student will not be automatically rejected for not completing required testing but students should note that all other students in their applicant pool have completed these exams.

Required Testing:

Carnegie Institute of Technology (CIT) Mellon College of Science (MCS) School of Computer Science (SCS) Tepper School of Business (Tepper)	SAT Reasoning Test or ACT w/ Writing Math I, II or IIc Physics, Chemistry or Biology (Engineering applicants should take Physics or Bio.) (Tepper applicants should take any 2 nd test, but preferably a science.)
Humanities and Social Sciences (H&SS) Information Systems (IS)	SAT Reasoning Test or ACT w/ Writing Math I, II or IIc One additional test

School of Architecture	SAT Reasoning Test or ACT w/ Writing Math I, II or IIC Physics or Chemistry
Art, Drama, Music and Design	SAT Reasoning Test or ACT w/ Writing

Letters of Recommendation

- Carnegie Mellon requires two letters of recommendation. One must be from a guidance counselor, and one from a teacher of the student's choosing.
- Students may choose to send up to four letters (the two required plus two additional) but ask that students send no more than four. The additional two letters may be from anyone (mentor, pastor, coach, internship coordinator, etc.)

Secondary School Report

- This is sent by the student's high school counselor as part of the Common Application

*Students can send application materials in separately. All application materials should be received by the application deadline. If any part of the application will be submitted late students should contact the Office of Admission let us know.

Decision Plans and Deadlines

Application Plan	Application Deadlines	Admission Notification Dates	File your FAFSA and CSS Profile by this date	Financial Aid Award Notification Date
Early Decision I	November 1 (not available for acting, directing, music theatre, composition, flute, music and technology, piano, violin, voice, or BXA program)	December 15	February 15 (an early estimate of financial aid is available between September-December)	No later than April 15

Early Decision II	December 1 (not available for architecture, art, design, drama, music, or BXA)	January 15	February 15 (an early estimate of financial aid is available between September-December)	No later than April 15
Regular Decision	January 1 (December 1 for CFA)	No later than April 15	February 15	No later than April 15
Early Admission (For high school juniors only)	January 1 (December 1 for CFA)	No later than April 15	February 15	No later than April 15

Carnegie Mellon does not offer “rolling admission”, where decisions are made as applications are received. All decisions are mailed and posted at the same time. Students are able to track their application status on “Where Am I in the Process” - a website for students to utilize during the application process.

Students will receive an **Application ID** upon submission of the Common Application and Supplement. This Application ID is used (along with last name and birthdate) to sign in to Where Am I in the Process.

General Admission FAQ

Can I apply to more than one program?

Under Regular Decision students may apply to up to 4 of the colleges at one time. Students will receive an individual admission decision for each program he or she applies to. Under Early Decision students are only considered for their first choice college. Note that a student will NOT be reconsidered for that first choice under Regular Decision if not offered admission during Early Decision.

How do I apply to the BXA program?

Students must apply and be accepted to BOTH areas on interest in BXA. On the supplement essay students can let the Office of Admission know that they wish to be considered for the BHA, BSA, or BSCA. Students must be aware that there is no early decision option for any of the BXA programs.

What If I am admitted to one area of BXA but not the other?

Students must be admitted to both areas in order to enter the BXA program. Students have the opportunity during freshman year to reapply to BXA, but after a student's first year entrance in to the BXA program is not possible.

What if I am admitted to more than one program?

Students offered admission to more than one program must select one college as his or her "home" college, but once on campus students can double major/minor/take courses in other areas of the university

Do I have to apply to a college if I wish to have a minor from that college?

No, students should apply for their primary major colleges only during the application process. Students can add/apply for additional majors and minors after coming to campus.

Is Early Decision at Carnegie Mellon binding?

Yes, Early Decision I and II are both binding enrollment agreements.

What is the difference between Early Decision I and Early Decision II?

The date. We offer ED II to students who need an extra month to take additional testing, gather letters of recommendation, or decide whether or not they wish to apply Early Decision to Carnegie Mellon. Both Early Decision plans are binding, and we guarantee to meet full financial need for both ED plans.

Can I apply Early Decision to more than one school?

No, students are only considered for their first choice college under Early Decision. Students may reapply for DIFFERENT areas of the university under Regular Decision, but will not be reconsidered for their first choice.

Portfolio Reviews and Auditions

All students applying to one of the schools in CFA or to the BXA program must complete either a portfolio review (Architecture/Art/Design) or an audition (Drama/Music). Details about specific review or audition requirements can be found on the CFA website- <http://www.cmu.edu/enrollment/admission/finearts>

Direct students to this website to have specific questions answered.

Portfolio Review FAQ

If I am applying to Art, Architecture and/or Design do I have to submit two portfolios?

Yes, students applying to more than one area of the fine arts must complete separate portfolio reviews and/or auditions for each program.

Can I submit my portfolio online?

Yes, students can submit their portfolio reviews electronically through Slide Room. Instructions and links to Slide Room are posted on the Art, Design, and Architecture websites in September.

Does Carnegie Mellon participate in National Portfolio Review days?

The School of Art does participate in National Portfolio Review days- see the above website for a listing of dates and locations. The School of Design is no longer participating in National Portfolio days- all portfolio reviews take place on campus or through online submission.

Is there a portfolio review for Architecture?

Applicants to the School of Architecture are required to complete an online questionnaire, and the portfolio review is highly recommended. All students submit their work online and then register for an on campus review. See the above website for more details.

Audition FAQ

Does Carnegie Mellon travel for auditions?

Yes, School of Drama faculty travels to New York, Los Angeles, and Chicago for auditions. The School of Music faculty also travel, please see their website for dates and locations.

If I am applying to the School of Music do I have a prescreen process?

There is a prescreen for all applicants in the areas of Vocal, Flute, Piano, and Violin performance as well as Music Composition. These students should schedule their audition, and then submit prescreen materials. The School of Music will notify students if they are selected to keep their audition date.

Do I have to submit my application before I Audition?

*Yes, since applications are due before the January/February audition season.
ACTING/MUSICAL THEATRE students should note that they MUST submit the common application and supplement before they are able to schedule an audition with the School of Drama. Students will need the application ID in order to schedule an audition.

When can I sign up for an audition?

Audition sign ups are posted on the School of Music website in September, and on the School of Drama website in October.

NACAC (National Associate of College Admission Counseling)

NACAC Mission The National Association for College Admission Counseling (NACAC) is dedicated to supporting the work of counseling and enrollment professionals as they advance student access to postsecondary education. NACAC is committed to promoting high professional standards that foster ethical and social responsibility.

About NACAC The National Association for College Admission Counseling (NACAC), founded in 1937, is an organization of more than 11,000 professionals from around the world dedicated to serving students as they make choices about pursuing postsecondary education.

NACAC is committed to maintaining high standards that foster ethical and social responsibility among those involved in the transition process, as outlined in the NACAC Statement of Principles of Good Practices (SPGP).

All CMACers participating in the Adopt a High School program and college fairs should be aware of the Statement of Principles of Good Practices- this is the code that all admission offices and counselors across the nation abide by to maintain ethical practices in recruitment. To read the SPGP, visit the NACAC website- www.nacacnet.org

SPGP Introduction-

National Association for college admission counseling

Ethical college admission is the cornerstone of the National Association for College Admission Counseling (NACAC). Since its founding in 1937, when a select number of college and university professionals and high-school counselors came together to create a Code of Ethics within the admission-counseling profession, NACAC has striven to ensure principled conduct among professionals in the recruitment of students and the transition to postsecondary education. This code of conduct is known today as the Statement of Principles of Good Practice (SPGP). The practices set forth in the SPGP are grounded in the six Core Values of the Association:

Professionalism

We believe our work in counseling, admission and enrollment management is professional only to the extent that we subscribe to and practice ethical behavior, as stated in our Member Conventions. We are responsible for the integrity of our actions and, insofar as we can affect them, the actions of our member institutions and organizations.

Collaboration

We believe the effectiveness of our profession, college counseling, admission and enrollment management is enhanced when we work together to promote and protect students and their best interests.

Trust

We believe our profession, college counseling, admission and enrollment management is based upon trust, mutual respect and honesty, with one another and with students.

Education

We believe in and are committed to educating students, their families, the public, fellow education professionals, and ourselves about the transition to and within postsecondary education.

Fairness and Equity

We believe our members have a responsibility to treat one another and students in a fundamentally fair and equitable manner.

Social Responsibility

We believe we have a duty to serve students responsibly, by safeguarding their rights and their access to and within postsecondary education. The SPGP is comprised of three sections:

Mandatory Practices, which all NACAC members agree to follow and which are monitored and enforced by the Admission Practices Committee; **Interpretations of Mandatory Practices**, which clarify Mandatory Practices through context and example; and **Best Practices**, which represent preferred recruitment, admission, and counseling methods but which are not monitored for compliance. The reverse side of this sheet highlights the Mandatory Practices that generate the questions and concerns most commonly addressed by the Admission Practices Committee. A complete version of the SPGP can be found at:

www.nacacnet.org/AboutNACAC/Policies/Pages/default.aspx

This sheet highlights the Mandatory Practices within NACAC's Statement of Principles of Good Practice (SPGP) that generate the questions and concerns most commonly addressed by the Admission Practices Committee. A complete version of the SPGP can be found at www.nacacnet.org. Questions or concerns about possible violations of the SPGP can be reported to ethics@nacacnet.org or to the Chair of your affiliate's Admission Practices Committee.

All members agree that they will:

- Accurately represent and promote their schools, institutions, organizations, and services

- Not use disparaging comparisons of secondary or postsecondary institutions
- Not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of students
- Be responsible for compliance with applicable privacy laws and regulations
- Not guarantee admission or specific college placement or make guarantees of any financial aid or scholarship awards prior to an application being submitted
- Not use minimum test scores as the sole criterion for admission, advising, or financial aid
- Counsel students to abide by all application requirements and restrictions

Postsecondary members agree that they will:

- State clearly the requirements for the first-year and transfer admission and enrollment processes, including secondary school preparation, standardized testing, financial aid, housing and notification deadlines, and refund procedures
- Not knowingly recruit students who have committed to or declared their intent to enroll in other institutions
- Neither require nor ask candidates or the secondary schools to indicate the order of the candidates' college or university preferences, except under Early Decision
- Permit first-year candidates for fall admission to choose among offers of admission, financial aid and scholarships until May 1 and state this deadline explicitly in their offers of admission
- Work with their institutions' senior administrative officers to ensure that financial aid and scholarship offers and housing options are not used to manipulate commitments prior to May 1
- Not offer incentives that are exclusive to Early Decision candidates
- Notify accepted aid applicants of financial aid decisions before the enrollment confirmation deadline
- Not establish any application deadlines for first-year candidates for fall admission prior to October 15
- Not notify first-year candidates for fall admission prior to the receipt of a transcript that reflects completion of the final semester of the junior year of high school or the equivalent

Counseling members agree that they will:

- Sign only one pending Early Decision or Restricted Early Action agreement for any student
- Not reveal, unless authorized, candidates' college or university preferences

Reprinted with permission from the National Association for College Admission Counseling, 2011

High School Involvement

The High School Visit

Visiting a high school is a great way for us to interact with perspective students as well as guidance and college counselors. As part of the Adopt a High School program counselors may contact you to come in and do a high school visit.

High School Visit to Go-

This is a great resource for CMACers during a high school visit! You can pull up videos to show students the eateries, buildings, and surrounding campus. Before the visit make sure to visit the HSV2G website and familiarize yourself with the videos so you know which ones you would like to use during the visit. Check it out-
<http://www.cmu.edu/admission/hsvtogo>

Here is how the process will work:

The Connection

CMACers will be contacted directly by high schools in their local area. The time and date for the high school visit can be determined between the guidance counselor and the CMACer who will be doing the visit. **Note that visits should be scheduled at least two weeks in advance.**

After you schedule a high school visit, email Susan with:

- The date/time of the visit
- The name of the high school
- The name of the counselor

The office of admission will send you materials to pass out during the visit

What's in the box?

- Consider Us brochures (give to all students)
- General Information fact sheets (give to all students)
- A few application books (give to counselor)
- A few financial aid brochures (give to counselor)
- Connect Cards (give to all students)
 - o The Connect Card is how we track demonstrated interest through the admission process. Students should enter the code printed on the back of the card on the website listed on the card to earn "credit" for coming to the high school visit..
- Visit Review Form
 - o Fill this out and send it back with any left over publications to the office of admission:
5000 Forbes Ave
Pittsburgh, PA 15213

During the Visit

High School visits should last anywhere from 25-40 minutes, depending on the time the high school has slotted for colleges to visit. Make sure to utilize the High School Visit To Go if you would like to add videos and pictures so students can see campus and hear from current students. High school visits can vary in size from 1 student to 50 students, so be prepared. It is also good to note that different high schools may structure their college visits differently- always check with the counselor to see if there is a particular format, time limit, or structure that you should follow during the visit Here are the things that you as a CMACer should make sure to go over for perspective students and counselors:

- Carnegie Mellon basics
 - o Brief history, story of the schools founding
 - o 6 colleges
 - Briefly name and describe each one, listing a couple programs in each, and maybe one or two highlights.
 - o Located in Pittsburgh
 - Many students have not ever been to the area- so play up our city!
- Academics
 - o Ask the students what they are interested in, make sure to cover those academic areas
- Admission Process
 - o Dates and deadlines
 - o Required materials

At this point it is best to begin fielding questions. Since you will not have extensive amounts of time with students, it is very important to tailor the visit to what the students in the room want to know. If you do not know the answer to a questions please give the student contact information for the office of admission so they can call or email about specific issues.

During the visit feel free to insert your own stories and experiences at Carnegie Mellon. As an alum you have a unique perspective that students find valuable. Be prepared to answer the question “so why did you choose Carnegie Mellon?”

At the end of the visit make sure to leave contact information for the students and the counselor so any future questions can be directed to the office of admission. If you are available for college fairs and/or alumni interviews let the counselor know so you can continue to be an asset to the counseling program!

After the visit

Maker sure to fill out and return the visit review form and any unused publications!

College Fairs and Alumni Interviews

High School counselors may reach out to you for interviews and fairs- refer to your CMAC manual for a refresher course on these two activities! (Pages 5-9)

Connect To Campus

Here are just some of the ways that students can connect to Carnegie Mellon during the application process-

Campus Visit

Students can take campus tours, attend on campus information sessions, or schedule an interview with a counselor.

Campus Tours: M-F 9:30, 11:30, 1:30, and 3:30 * the campus tour is led by current students (our Andrew Ambassadors) to provide the student perspective to visiting families. The tour is approximately a 1-hour, walking tour of campus. Families will see academic buildings, residence areas, hear about dining, see some of the athletic facilities, and more.

- Students should make sure to check the website for dates when tours will not be offered- <http://my.cmu.edu/portal/site/admission/tour/>

Information Sessions: M-F 10:30, 2:30 , and some Saturdays at 10:30* the information session is designed to be a general overview of the university. Students will hear about all 6 colleges, the application process, financial aid, and what makes Carnegie Mellon so unique. There are campus tours following SOME information sessions. Please make sure to tell students to check the website.

- Note that there is no information session Thursday morning, only in the afternoon
- Students should make sure to check the website for dates when information sessions will not be given. Through the fall there will be morning groups only, for example. http://my.cmu.edu/portal/site/admission/info_session/

On Campus Interview: May-November, M-F. The interview process is NOT required for students seeking admission to Carnegie Mellon. We offer the interview as a chance to get to know students a bit better off paper, for students and families to have any specific questions answered, and to share more about Carnegie Mellon with prospective students and their families. The interview usually lasts about half an hour, with the first 15-20 minutes being a time for the counselor and the student to meet, and then parents and family being invited in at the end.

- Students should be aware that the MUST schedule an interview in advance. There is very rarely room to add a student in to the schedule
- If an on campus interview is not available students may also schedule and Alumni Interview, or view our website for days when counselors may be doing hometown interviews in the student's area- <http://my.cmu.edu/portal/site/admission/counselors/>
- Interviews on campus are reserved for seniors only

Sleeping Bag Weekend

Sleeping Bag Weekend (SBW) is a chance for seniors to experience Carnegie Mellon for a weekend. Students arrive on Sunday and experience a full day of programming about the different academic areas, campus activities, tours, and information sessions. Students stay over night in a residence hall with a current student and attend classes on Monday.

There are four SBW weekends scheduled though the fall:

October 9-10, 2011

October 23-24, 2011

November 13-14, 2011

January 22-23, 2011*

*Note that the January SBW is only for students who have applied

Students MUST pre-register for SBW, which they can do online-

<http://www.cmu.edu/enrollment/admission/sbw/>

For more information regarding SBW students can call the office of admission at 412.268.2082

Social Media

In this technical age there are ways for students to connect to Carnegie Mellon without ever leaving an internet connection! We have a presence on:

Facebook- <http://www.facebook.com/CarnegieMellonAdmission>

Twitter- @CM_Admission, @CarnegieMellon

Flickr- http://www.flickr.com/photos/cm_admission

iTunesU

Like us, Follow us, check out the pictures, and listen to lectures! For a complete list of all the social media available to students check out-

<http://www.cmu.edu/admission/social/>