

Registration Form

(continued)



Please check where appropriate:

<input type="checkbox"/>	Resident Fee	\$1,890
<input type="checkbox"/>	Commuter Fee	\$1,350
<input type="checkbox"/>	Single Room Supplement	\$500
<input type="checkbox"/>	Early Arrival (Sat., June 20)	\$100
<input type="checkbox"/>	Early Arrival (Sat., June 20) (Single Room)	\$200
<input type="checkbox"/>	Late Departure (Saturday, June 27)	\$100
<input type="checkbox"/>	Late Departure (Saturday, June 27) (Single Room)	\$200
<input type="checkbox"/>	MINUS DEPOSIT	-\$300
	Balance Due:	\$ _____

Please make checks payable to **Harvard Admissions Institute**. Registration CANNOT be confirmed without a deposit. The deposit is fully refundable if the program is filled prior to the receipt of your application. Total payment is due on or before May 19, 2009.

Complete refunds will be made if notice of cancellation is received before May 1, 2009. Cancellations made between May 1 and May 19, 2009 will have a \$150 administrative charge deducted from the refund. Cancellations after May 19, 2009 forfeit the \$300 registration deposit.

Please keep a copy of the front and back of this form for your records.

Mail Registration Form and Deposit to:

The College Board-Harvard Summer Institute

Attn: Judy Kelly, Administrative Director
470 Totten Pond Road 5th fl.
Waltham, MA 02451
Tel: 781-663-2720
Fax: 781-663-2743
E-mail: sica@fas.harvard.edu

Additional applications may be downloaded at
www.fas.harvard.edu/~sica/

Since 1961, more than 800 colleges and universities have been represented at the Summer Institute on College Admissions. Visit our website to see this listing and to find out much more.

Full-time Resident Faculty

R. Joseph Bellavance, Jr.

Senior Director, Higher Education Services
The College Board

Martin Bonilla

Director of College Counseling
The College Preparatory School

Arlene Wesley Cash

Vice President, Enrollment Management
Spelman College

Sally Donahue

Director of Financial Aid
Harvard College

William R. Fitzsimmons

Dean of Admissions and Financial Aid
Harvard College
Director, Summer Institute on College Admissions
Harvard University

Edward M. Gillis

Assistant Vice President for Enrollment Management
Executive Director of Admission
University of Miami

Kedra Ishop

Associate Director of Admissions
University of Texas

James S. Miller

Dean of Admission
Brown University

Cal Mosley

Higher Education Consultant

Gloria Mueller

Coordinator of College Counseling
Glenbrook South High School

Richard H. Shaw

Dean of Undergraduate Admissions
Stanford University

Rod Skinner

Director of College Counseling
Milton Academy

Theodore L. Spencer

Associate Vice Provost and Executive Director of Undergraduate Admissions
The University of Michigan

Distinguished Visiting Faculty

Jane B. Brown

Vice President for Enrollment and College Relations
Mount Holyoke College

Wayne Camara

Vice President, Research and Development
The College Board

Ann Coles

Senior Fellow, ACCESS

Georgette R. DeVeres

Associate Vice President Admission and Financial Aid
Claremont McKenna College

Mark S. Greenberg

Clinical Neuropsychologist
Harvard Medical School

Robert Iuliano

Vice President and General Counsel
Harvard University

Carol Lunkenheimer

Former Dean of Undergraduate Admission
Northwestern University

Nancy McDuff

Associate Vice President for Admissions and Enrollment
University of Georgia

F. Duane Quinn

Financial Aid Specialist

Janet Lavin Rapelye

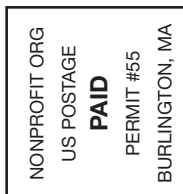
Dean of Admission
Princeton University

Louise H. Russell

Director, The Accessible Education Office
Harvard University

Dean K. Whitla

Director Emeritus
Harvard Summer Institute on College Admissions



Cover photo: Gabriel A. Cooney



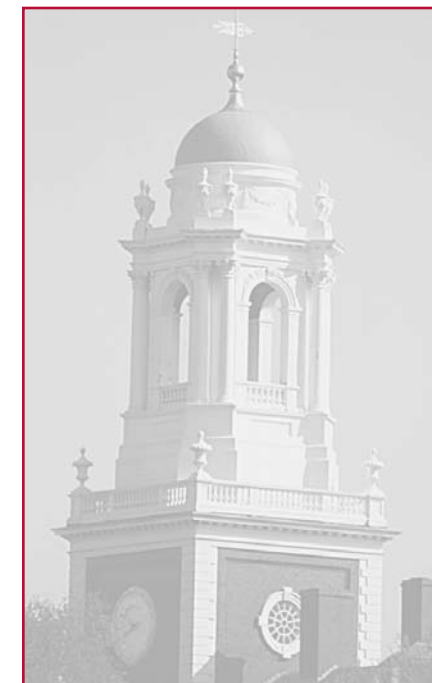
The College Board, 5th floor
c/o Harvard Summer Institute
on College Admissions
470 Totten Pond Rd.
Waltham, MA 02451

HARVARD

SUMMER INSTITUTE ON COLLEGE ADMISSIONS

49th year

JUNE 21 – JUNE 26, 2009



Co-sponsored by
Harvard University and
The College Board
Since 1961

Dear Colleagues,

I cordially invite you to the 49th Harvard Summer Institute on College Admissions.

We in admissions and counseling must continually reexamine the past, study the present, and anticipate future trends to guide us in assisting students in the critical process of college admissions. Our program is designed to bring you the very best admissions ideas: procedures for recruiting; for decision-making; for helping students make enlightened choices.

An intensive schedule of more than 40 sessions will help you develop the skills and understanding to do your job better, experiencing virtually all the dilemmas of college admissions in America. We have assembled an outstanding faculty who will lead discussions of these compelling issues. They, along with your fellow participants drawn from across the nation and around the world, will provide a network of new colleagues whom you will value both as associates and friends.

Together we will find new understandings of the best approaches to education, many ideas to try at home, and a renewed enthusiasm for participating in one of the world's great careers—helping students make sense of their lives. I hope you will join us.



William R. Fitzsimmons
Institute Director

For further information or additional applications, visit our web site at www.fas.harvard.edu/~sica/ or contact:

Judy Kelly
Administrative Director
c/o The College Board
470 Totten Pond Rd
Waltham, MA 02451
Tel: 781-663-2720
Fax: 781-663-2743
E-mail: sica@fas.harvard.edu

Participants

The Summer Institute is designed for college admissions and secondary school professionals who work in an institutional setting. From time to time, the Institute will accept applications from candidates who fall outside of these parameters, based on qualifications and space availability.

A certificate of completion will be awarded to all participants at the conclusion of the Institute.

Program

Some of the topics that guidance and admissions professionals will review together include:

- Early Decision and Early Action
- Affirmative Action
- Alternative Evaluation Approaches
- Paying for College
- Practical Recruiting
- Writing Recommendations
- Electronic Guidance and Application
- Budgeting and Cost Analysis
- Standardized Testing
- Ethical Issues
- Case Studies
- How Admissions Decisions Are Made
- Organizing the Guidance Function
- Professional Growth
- Financial Aid
- Direct Mail/Communications
- Score Interpretation
- Secondary School Profiles
- Working with Non-traditional Students
- Selecting a College
- Athletics in Admissions
- Legal Issues
- Use of Technology
- Organizing the Admissions Function

The agenda includes day and evening programs. In addition to lectures and regular work sessions, the residential staff will be available for individual conversation and consultation. Time is built into the schedule for discussion and break-out groups.

The formal program will conclude with a farewell banquet on Thursday evening. Breakfast will be served on Friday morning, June 26, and the remainder of Friday will be a free day for participants to visit college campuses independently or to sightsee in the Boston area. A comprehensive list of area colleges and contact information will be provided to participants in advance.

A limited number of sleeping rooms has been blocked for Friday night at participant expense.

What our participants say when we ask them...

"I was amazed by how accessible and friendly all of the faculty members were."

"I plan to return to my school and lead workshops for other staff members based on everything I have learned."

"I really appreciated all of the informal opportunities to discuss issues with colleagues on both sides of the desk."

"This is by far the best conference I have attended."

"You hardly left us any free time, but wow, did we learn a lot!"

Facilities



The Institute will be housed at the Doubletree Guest Suites next to the Harvard University campus and overlooking the picturesque Charles River. We are confident that you will find these quarters comfortable and attractive. Resident participants stay in two-room suites featuring a spacious living room with sofa bed, separate bedroom with king-size bed (or two oversized twin beds), large bathroom, wet bar, refrigerator, and internet access.

Please note that the Doubletree has a limited number of rooms with two beds. Some participants will be assigned to suites with only one king-size bed and a living room sofa bed. Rooms with two beds will be assigned on a first come, first served basis. The resident fee of \$1,890 is based on double occupancy; please indicate a roommate preference if you know someone attending the Institute. Otherwise, roommates will be paired based on smoking preferences. Single rooms are available for an additional fee of \$500 for the week.

Fees: A \$300 deposit is required to confirm all registrations

Resident	\$1,890 includes room (based on double occupancy), meals, tuition, and registration deposit.
Commuter	\$1,350 includes meals, tuition, and registration deposit.

Optional Fees

Parking	A special \$5 daily rate will be offered for those traveling by car. Parking must be validated by the hotel front desk.
Single Room	\$500
Early Arrival	\$100 Saturday, June 20th lodging fee.
Early Arrival (Single Room)	\$200 Saturday, June 20th lodging fee.
Late Departure:	\$100, Saturday, June 27th lodging fee
Late Departure: (Single Room)	\$200, Saturday, June 27th lodging fee

Complete refunds will be made if notice of cancellation is received before May 1, 2009. Cancellations made between May 1 and May 19, 2009 will have a \$150 administrative charge deducted from the refund. Cancellations after May 19, 2009 forfeit the \$300 registration deposit.*

Registration opens Sunday, June 21, 2009 at 2:00 P.M. The opening session starts at 4:00 P.M. The program adjourns at the conclusion of the banquet on Thursday evening. Breakfast will be served on Friday morning. Participants will have the remainder of Friday free to visit area campuses independently or to spend time seeing the sights of Boston. Check-out time is 12:00 noon on June 26, 2009.

* Please allow 4-6 weeks for processing of refunds.

Registration Form



Please register early; the number of participants is limited.

PLEASE PRINT:

Name Ms. Miss Mrs. Mr. First _____ Last _____

Title _____

Institution _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ Fax _____

E-mail Address _____

Residence Address _____

City _____ State _____ Zip _____

Residence Phone _____ Fax _____

Mail to: Business Home

Number of years in field _____

I am a smoker: Yes No

I do not wish to be roomed with a smoker:

Roommate Preference: _____

Meal Preferences

Please let us know if you are a vegetarian or have any other dietary needs.

Name Tags

Preferred first name for name tag _____

Final details on the Institute will be mailed to you in June. If your mailing address will differ at that time, please list that address below:
