Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>College Fairs</td>
<td>4</td>
</tr>
<tr>
<td>TACRAO Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>Tips for Attending a College Fair</td>
<td>6 - 7</td>
</tr>
<tr>
<td>FAQs</td>
<td>8 - 9</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>10 - 11</td>
</tr>
<tr>
<td>Important Dates</td>
<td>11</td>
</tr>
<tr>
<td>Financial Aid &amp; Scholarships</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Academic Colleges &amp; Important Contacts</td>
<td>14</td>
</tr>
</tbody>
</table>
Volunteers provide a valuable service by assisting the Undergraduate Admissions representatives at college fairs when more than one representative is needed or representing Texas Tech at college fairs when a professional representative cannot attend. Volunteers must be open, honest and positive about Texas Tech and its programs. The ideal volunteer also enjoys spending time with young people and finds it easy to communicate with them.

Representing Texas Tech at a College Fair

If you are representing Texas Tech at a college fair without an admissions representative, it is important to remember that your responsibility is to distribute recruitment materials and obtain inquiry forms from interested students. Recruitment materials, a table drape (if available) and inquiry cards will be sent to you prior to the college program. Any inquiry cards or student data that are obtained during the program, should be returned to the admissions office as soon as possible. As soon as the inquiry cards are received, the student’s contact information is entered in our recruitment system where they will receive follow-up from their admissions counselor and additional information about Texas Tech.

Assisting a Texas Tech Representative at a College Fair

Many colleges and universities typically attend the college fairs coordinated by the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO). TACRAO is the professional association for the collegiate admissions and records industry and serves as the coordinating body for Texas college fairs. A committee within the organization works with high schools throughout the state to create an efficient and effective schedule. These events are usually two hours in length and are held at a high school, civic center, or community college. College representatives are assigned to tables in a large, open area such as the cafeteria or gym and students and parents browse from table to table. This format allows students to ask brief questions and pick up information about our university.

Training

We recognize the importance of providing training and resource materials to volunteers. We will provide volunteers with a copy of this guide, viewbooks, brochures, and other materials as needed. Please use this guide as a resource to guide you in all efforts to direct future Red Raiders to us.

Ethical Standards

As a member of the National Association for College Admissions Counseling (NACAC), Texas Tech University is committed to the Principles of Good Practice. To view this document, visit www.nacac.org.

Thank you for being a part of our recruitment team!
The Admissions/Recruitment Office is responsible to see that ALL representa-
tives from their institution 1) receive a copy of these guidelines, 2) are appro-
priately trained and 3) are able to answer knowledgeably the specific questions
asked by students and parents. The highest level of personal and professional
conduct needs to be maintained.

Institutions are responsible for all the actions of the persons acting on their
behalf. Alumni must be trained and MUST be identified as alumni on their name
badge.

The following materials are NOT to be distributed at TACRAO sponsored pro-
grams: bumper stickers, buttons, pennants, posters, rulers, candy, t-shirts, or
other gimmicks. Appropriate items included brochures describing an institution and
its programs, catalogs and other items containing factual information. Pens and
pencils with your institutions name are allowed. Demonstrations such as food
preparation, drawing caricatures, hair cutting or other similar activities are not
permitted.

Representatives are expected to remain at the program until the time period
expires or host indicates the program is over.

Displays must be confined to the tabletop provided. Audiovisual equipment is
not allowed in browsing or common areas. Only those schools with individual
rooms can use this type of equipment. Call ahead of time if you want permission
to use the host school’s equipment. Billboards or displays used in the browsing
area are limited to 36 inches above the table. Do not, at any time, block the view
of another representative.

Each institution must register for the college fair by designated deadlines and
notify the host of any cancellations. Representatives must remain behind or
beside the table during the shopping portions of the college programs. Aisles in
front of the booth must be kept completely clear of promotional display materi-
als.

Limit students, cadets or other non-professionals to two in addition to the insti-
tutions primary representative.

Institutions may solicit an invitation to a particular program. The host of the pro-
gram does have the right of refusal.

TACRAO
Guidelines

Tips for
Attending a
College Fair

Tips for
Attending a
College Fair

Preparation for a College Fair

- Review information provided in this guide including official Texas Tech publica-
tions.

- Dress professionally but remember to wear comfortable shoes as you will spend
most of the time standing. Business casual attire is appropriate and red and
black is always encouraged.

- Be friendly, straightforward and helpful.

Arrival and Set-Up

- Plan to arrive at least 30 minutes before the program starts.

- Locate the assigned Texas Tech table.

- Most college fairs are set up in a “browse” format. Tables are set up in a large
area and students and parents move from table to table to obtain brochures and
ask questions.

During a College Fair

- Offer to answer questions. Remember that many students are just beginning
their college search and will have few questions at this point.

- Remain behind the table.

- Students looking to receive additional information or get on our mailing list
should fill out an inquiry card or be referred to our website www.gototexastech.
com. At some college fairs, an admissions counselor may have a handheld
scanner used to obtain contact information from students who registered for the
fair.

- Obtain the students information and follow up at a later time if there are specific
questions you cannot answer.

- Encourage students to apply online at www.applytexas.org and to visit the
Undergraduate Admissions web page at www.gototexastech.com for deadlines
and new information.

Do’s and Don’ts for Volunteers at a College Fair

Do...

- Be friendly, attentive and smile. The best thing you can do is to convey
your enthusiasm for Texas Tech with those who talk to you.

- Enjoy the fact that you are sharing your alma mater or experiences of your chil-
dren with prospective students and their families. Stress your feelings about the
University and the preparation it provided for you in your career.

- Understand that Texas Tech is not for everyone.

- Know basic information on admissions, cost of attending and the history and
traditions of Texas Tech.

- Arrive early so that you may visit with other Texas Tech representatives/volun-
teers and receive additional instructions for the event.
Tips for Attending a College Fair (Continued)

Refer specific questions (admissions, housing, financial aid etc.) to campus representatives when possible.

Dress professionally when representing Texas Tech. Business casual attire is appropriate and red and black is always encouraged.

Don’t...

• “Steal” students from other tables.

• Be afraid to say you don’t know the answer to a question. Have the student contact the Undergraduate Admissions or the specific department/school directly.

• Say negative things about other institutions. Only discuss Texas Tech’s strengths.

• Guarantee admission or speak to specific possibilities of a student being admitted.

Interacting with Prospective Students and Their Families

It is important to remember that the impression a student or family gets when speaking with you is often their first impression of the University. It is our goal to provide the most accurate information possible so that the students and their families will be able to make an informed decision about which college or university to attend.

Texas Tech University has an abundance of opportunities for students, but may not be right for everyone. For this reason, it is best to not appear aggressive, but rather answer questions to those who are already interested or seek out additional information from you. Keep in mind that we seek well-qualified students with proper preparation to succeed at Texas Tech. Visiting the campus should be strongly encouraged.

Tips for Interacting with Families

Answer their questions. Stay focused on their interests.

Be approachable. A smile and a handshake may help them feel more comfortable.

Establish eye contact: Make students and their family members feel like you are talking to them, not a large group.

Be honest. Do not tell a student or parent what you think they want to hear. Accuracy is a must.

Have fun!

Questions you can ask prospective students

Occasionally students are hesitant in asking questions. Ask the following questions to help initiate a dialogue.

• Do you have any questions about Texas Tech?
• What made you consider Texas Tech?
• What are you interested in studying?
• Have you ever visited the campus?
• What extra-curricular activities are you currently involved in at high school or community college?

Frequently Asked Questions

Do you have my major?

With nearly 150 programs within 10 academic colleges, it is highly likely that Texas Tech has the major of choice for most students. Oftentimes, the names of academic programs will vary between institutions but are essentially the same. It is important that you are familiar with our academic offerings.

How many students attend Texas Tech?

Total Enrollment is more than 35,000.

What is the student-to-faculty ratio?

20:1

How can I visit Texas Tech?

Campus Tours - Campus tours are given Monday through Friday at 8:30 a.m. and 1:00 p.m. and select Saturdays at 8:30 a.m. In addition to campus tours, the office of Undergraduate Admissions offers many different visit opportunities. Please encourage students to visit our website: www.visit.ttu.edu

Texas Tech Preview – Preview is a large open house with academic information sessions, campus tours, and student service/organization fairs. It is a fun-filled event with a lot of Texas Tech spirit and tradition! Texas Tech Preview will be held Sunday October 11 & Monday, October 12, 2015. www.admissions.ttu.edu/preview

How can I be placed on a mailing list?

To request information to be sent to you, please visit www.gototexastech.com and set up your Raider Connect account or fill out an inquiry card at the table.

What kind of high school grades do I have to have to go to Texas Tech?

The admissions process is holistic for freshman students who do not meet assured admissions. Undergraduate Admissions will look at everything in a student’s application packet to determine if the student would be a successful student at Texas Tech University. Students should visit our website for specific admission requirements.

When will I find out if I am accepted?

Once a student’s application is complete, they will receive notification of their admission decision within 2 – 4 weeks.

What is the acceptance rate?

66% of the students that applied for admission for the fall of 2014 were admitted.

When can I apply?

Applications are accepted for fall 2016 beginning August 1, 2015. Students use the Texas Common Application to apply at www.applytexas.org.

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Students should establish their Raider Connect account through the admissions website. Once students apply, students can check their admission status on this portal. If admitted, students will establish an eRaider username and password that they will use later for other official university business (housing, orientation/class registration etc).

Do I have to write the essays?

Essays are optional. However, they are strongly encouraged when a student does not meet the assured-admission criteria and will be reviewed holistically. Additionally, essays that are submitted are considered in the scholarship selection process.

Do you have my major?

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Do I have to write the essays?

Essays are optional. However, they are strongly encouraged when a student does not meet the assured-admission criteria and will be reviewed holistically. Additionally, essays that are submitted are considered in the scholarship selection process.
How much does it cost to attend Texas Tech?
The cost of attendance for a 30 hour academic year is $24,870 for residents in Texas and New Mexico and Oklahoma bordering counties. Residents of New Mexico and Oklahoma that do not reside in bordering counties pay $25,770. The cost of attendance for non-Texas Residents is $35,730.

What percentage of students receive some type of financial aid (merit or need-based)?
65% of the student body receives some type of financial assistance.

Does Texas Tech offer Scholarships?
General Scholarships - Texas Tech awards almost $15 million scholarships each year. Scholarship awards are given for grades, community service, leadership, and many other factors. Prospective students should apply at applytexas.org Merit Based Scholarships - students in the top 25% of their graduating class who earn a minimum 1200 SAT (math and critical reading portions only) or 27 composite ACT are guaranteed a merit based scholarship.

Do I have to live on campus?
Yes, Texas Tech is a residential college campus and students with less than 30 credit hours must live on campus. Students are exempt from on-campus living when they have 30 credit hours beyond high school.

What athletic conference does Texas Tech belong to?
Texas Tech is an NCAA Division 1 school and a member of the Big 12 Athletic Conference.

<table>
<thead>
<tr>
<th>High School Rank</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOP 10%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Quarter</td>
<td>25</td>
<td>1140</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>28</td>
<td>1230</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>29</td>
<td>1270</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Frequently Asked Questions

Admission Requirements

The following items are required for admission consideration:
- ApplyTexas application at www.applytexas.org
- $60 application fee or fee waiver
- Official transcripts (high school and/or college)
- Official SAT and/or ACT scores

SAT code: 6827  ACT code: 4220

International applicants have additional requirements. Visit: www.international.ttu.edu

FRESHMAN REQUIREMENTS

View the recommended high school program form at www.admissions.ttu.edu/ recommended for detailed information regarding the curriculum requirements for the recommended high school program in the state of Texas.

Assured Admission

Required for all business and engineering majors. Engineering applicants who do not meet the assured admission requirement will be placed in pre-engineering.

<table>
<thead>
<tr>
<th>High School Rank</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOP 10%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Quarter</td>
<td>25</td>
<td>1140</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>28</td>
<td>1230</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>29</td>
<td>1270</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACT composite score; SAT sum of critical reading and math; writing portions of both tests are required, but not used in determining assured admission. We combine the highest SAT critical reading and math scores from multiple test dates.

Application Review

Students who do not meet assured admission are evaluated holistically based on the following:
- Academic course selection (Honors, AP, Dual Credit, IB)
- Extracurricular activities
- Leadership experiences
- Civic or other service activities
- Socioeconomic background
- Family educational background
- Special talents or awards
- Diversity of experience and background

We strongly encourage essays and up to three letters of recommendation for students entering the review process.
Assured Admission
Earn guaranteed admission based on completed transferable credit hours and cumulative GPA. If you present the required combination below, you will receive assured admission.

<table>
<thead>
<tr>
<th>Transferable Hours</th>
<th>GPA Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-23 hours</td>
<td>2.50 cumulative</td>
</tr>
<tr>
<td>24 or more hours</td>
<td>2.25 cumulative</td>
</tr>
</tbody>
</table>

GPA is cumulative for all transferable courses from all schools attended, and courses taken for grade replacement are used for GPA calculation only if the same course is repeated at the same institution where it was originally taken.

Learn about specific requirements for each of our colleges.
www.admissions.ttu.edu/transfers

Transfer Requirements

Application Review
If you do not meet assured admission requirements but have at least a 2.0 cumulative GPA, an admissions committee will evaluate your potential based on other criteria:

- Academics – types of courses taken and pattern of progress, as well as coursework taken leading toward major
- Student-submitted essay – explanation of the decision to transfer to Texas Tech, reasons for past academic performance and plans to ensure future academic success
- Extracurricular activities, employment, leadership and work experience, special talents or awards and other information relevant to the admission decision

We strongly encourage students with a cumulative GPA or transferable credit hours below requirements or who haven’t taken college coursework in the past two or more semesters to submit an essay explaining circumstances that have impacted their past academic performance.

Financial Aid & Scholarships

Student Financial Aid programs provide assistance to students who, without such assistance, would not be able to pursue higher education. The Office of Student Financial also handles need-based scholarships as well as college and departmental scholarships.

To apply for state, federal and privately funded programs, student must complete the Free Application for Federal Student Aid (FAFSA) found at www.fafsa.ed.gov. Preference is given to applications completed by March 1, 2016.

General Scholarship Deadline: February 1

At Texas Tech University, scholarships are awarded on the basis of academic achievement and/or financial need. Financial need is rarely the primary factor considered, but it is often used to make a decision among equally qualified finalists. Student should apply online at www.applytexas.org no later than February 1. Many scholarships have additional qualifications such as high school attending, major, county or extracurricular activities etc.

Texas Tech University distributes over $15 million in scholarship money every year. These scholarships are from both institutional and private sources.

Texas Tech Scholarships:

Institutional Scholarships
Institutional scholarships are general scholarships awarded by university colleges, academic departments and the financial aid department at Texas Tech. Institutional scholarships are provided by scholarship donors.

Presidential Scholarships
Presidential Scholarships are awarded to entering first-time freshmen who show exceptional academic ability through superior test scores and class ranking and are guaranteed provided that the student is admitted prior to April 15, 2016. Non-resident qualifying for a Presidential Scholarship may qualify for in-state tuition. Complete admissions requirements early as Presidential Scholarship awards will be limited after April 15, 2016!

<table>
<thead>
<tr>
<th>Academic Qualifications</th>
<th>Amount of Award</th>
<th>Renewal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 or 32, top 10%</td>
<td>$24,000/ 4 years</td>
<td>3.5 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1300 or 29, top 10%</td>
<td>$16,000/ 4 years</td>
<td>3.25 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1250 or 28, top 10%</td>
<td>$14,000/ 4 years</td>
<td>3.0 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1200 or 27, top 10%</td>
<td>$12,000/ 4 years</td>
<td>3.0 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1500 or 34, top 11-25%</td>
<td>$20,000/ 4 years</td>
<td>3.5 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1400 or 32, top 11-25%</td>
<td>$16,000/ 4 years</td>
<td>3.5 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1300 or 29, top 11-25%</td>
<td>$14,000/ 4 years</td>
<td>3.25 GPA &amp; 15hrs</td>
</tr>
<tr>
<td>1200 or 27, top 11-25%</td>
<td>$12,000/ 4 years</td>
<td>3.0 GPA &amp; 15hrs</td>
</tr>
</tbody>
</table>

ACT composite score; SAT sum of critical reading and math. Awards and criteria are subject to change.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Priority Application Date</td>
<td>11.01.15</td>
</tr>
<tr>
<td>FAFSA Available</td>
<td>01.01.16</td>
</tr>
<tr>
<td>Fall Priority Application Date</td>
<td>02.01.16</td>
</tr>
<tr>
<td>Scholarship Date</td>
<td>02.01.16</td>
</tr>
<tr>
<td>FAFSA Priority Date</td>
<td>03.01.16</td>
</tr>
</tbody>
</table>
Non-resident Students
Non-resident students could qualify for in-state resident tuition when awarded
at least $1,000 in combined Presidential and/or competitive scholarships from
Texas Tech University.

Transfer Scholarships
Texas Tech awards more than $500,000 annually in scholarships for community
college transfer students. Scholarships are awarded based on completion of the
General Scholarship Application due March 1 for fall transfer students or No-
vember 15 for spring transfer students. Some students may qualify for assured
scholarships outlined below.

Private Scholarships
Private scholarships – are scholarships that are not controlled or awarded by the
university, but by the donors themselves. The money is awarded by third party
donors and then sent to Texas Tech to be disbursed.

Red Raider Guarantee
This program guarantees tuition and mandatory fees up to 15 credit hours per
semester to new entering freshmen who are Texas residents, enrolled full-time
with family adjusted gross incomes that do not exceed $40,000. Eligible stu-
dents must apply, be accepted for admission and have a complete financial aid
file before May 1 to be considered for Red Raider Guarantee.

Estimated Cost of Attendance
2015-2016 Academic Year
The following estimates are based on a semester class credit hour academic
schedule of 30 semester hours per year (15 hours per semester).

<table>
<thead>
<tr>
<th></th>
<th>TX &amp; Border counties in NM/OK</th>
<th>Residents of NM/OK (not in counties bordering Texas)</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition / Fees</td>
<td>$9,866</td>
<td>$10,766</td>
<td>$20,726</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$9,384</td>
<td>$9,384</td>
<td>$9,384</td>
</tr>
<tr>
<td>Books / Supplies*</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$1,200</td>
</tr>
<tr>
<td>Transportation*</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
<tr>
<td>Personal/misc.*</td>
<td>$2,120</td>
<td>$2,120</td>
<td>$2,120</td>
</tr>
<tr>
<td>Year Total</td>
<td>$24,870</td>
<td>$25,770</td>
<td>$35,730</td>
</tr>
</tbody>
</table>

* Estimated costs are estimates for expenses not paid directly to the university. They will vary by individual need.
20 Things volunteers can do for Texas Tech University

1. Serve as a recruitment volunteer.
2. Meet with a prospective student at your place of business or take them to lunch and speak about Texas Tech!
3. Mention Texas Tech to a local honor student.
4. Connect a prospective student with a student on campus.
5. Share your Texas Tech experiences with parents of prospective students.
6. Send Undergraduate Admissions the name of a possible applicant.
7. Help a student connect with the Office of Undergraduate Admissions.
8. Offer to host a local recruitment event in your home or community.
9. Speak about your job and how Texas Tech prepared you.
10. Attend a college fair on behalf of Texas Tech.
11. Help organize a college fair in your area.
12. Offer to drive students to Texas Tech athletic events.
13. Offer to drive students to admissions recruitment events.
15. Help with calling campaigns.
16. Sponsor a job shadow day.
17. Deliver materials about Texas Tech to high schools.
18. Fund a scholarship.
19. Encourage all teenagers you meet through work, church or community to consider Texas Tech.
20. Have knowledge about Texas Tech admissions, deadlines and things going on at the campus.