FaVoR Volunteer Manual
2015-2016

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THANK YOU FOR MAKING A DIFFERENCE

Although memories of your college search may have faded, selecting an institution of higher learning is very much a reality for today’s young men and women. They are faced with an overwhelming number of colleges from which to choose, and their sense of direction can be blurred by uncertain career goals, peers, financial concerns, societal demands, and slick advertising. The decision is not an easy one.

This college search can become a much more positive experience with the help of an Alumni Admission Program. Through your involvement in various admission functions, students interested in Fairfield University can have their questions addressed personally. The insight and enthusiasm of you and your fellow graduates can rarely be matched.

Fairfield University receives more than 10,500 applications annually. This continuing interest in Fairfield has made your service even more vital to the admission process, particularly since our applicant pool has become more geographically and ethnically diverse. Your presence across the country brings the tradition of excellence that is Fairfield to the attention of others.

As president of Fairfield University, I wish to thank you for your participation in a program that serves both the prospective student and your alma mater. You are to be commended for your efforts. Your help today contributes greatly to our common goal of making a better Fairfield University for tomorrow. Best wishes for a successful and gratifying Alumni Admission Program!

Sincerely,

Jeffrey P. von Arx, S.J.

President
College Fair Programs

A college fair is an annual event at a local high school or other venue where colleges from across the nation assemble to tell students about their schools and distribute recruitment information. Each college or university sends a representative, who may be either a professional staff member or well-informed alumni volunteer.

High schools, civic groups, and other colleges sponsor most college fairs. Fairfield University’s Office of Undergraduate Admission handles all correspondence with the fairs. Our office chooses to attend fairs that will best allow you to connect with the greatest number of excited prospective students and families.

Goals:

- Expand Fairfield University’s visibility with high school guidance counselors
- Build interest in Fairfield University among local high school students
- Encourage seniors to apply!
- Gather information on younger students for Fairfield’s inquiry base
- Inform parents of Fairfield University’s offerings
- Encourage campus visitation

Before the Fair

Prior to the college fair, you should review all the materials available on the FaVoR website as well as all the materials that you received. A box of materials will be sent to your home or office. The box will include a copy of our college fair invitation, listing the fair’s starting time and location, as well as directions, if available. All necessary materials that you will need for the fair will also arrive. Please see page 5 for a list of expected items.

The materials provided will give you a working knowledge of current programs, costs, admission requirements, and other University facts. Additionally, the FAQ section at the end of the manual, as well as the Fast Facts PDF on the FaVoR website, can direct you towards a lot of the most relevant information that prospective students are interested in hearing about.

If you have any questions after reviewing the materials online, please feel free to contact the Office of Undergraduate Admission at 203-254-4100 or email Lauren Lipyanka ’10 at LLipyanka@fairfield.edu
During the Fair

Please plan to arrive at least 30 minutes prior to the start of the fair. This will give you time to check in with the college fair hosts, locate your assigned place, and set up materials. Generally, there is a registration table near the fair entrance. Light refreshments are usually provided. However, you may want to bring a water bottle. Please do not have food on your table.

As a representative of Fairfield University, we remind you to please act and dress professionally. Business casual is the proper dress for fairs unless otherwise stated in the college fair materials.

Use your best judgment in terms of how to arrange the materials. The size of the table will vary, but do your best to display all materials. The cloth banner should be used as a tablecloth and draped over the front, ensuring that the Fairfield University name and logo are visible. If you are sharing a table with another representative, please do your best to split the space equally.

Students will approach your table if they have an interest in Fairfield, but you will also encounter a number of students that have very little knowledge about Fairfield. Many students will have prepared questions while others may just want general information about the University. When speaking with students do so while standing behind the table provided. Handing out material in front of the table or while walking around is not permissible.

A few suggestions to help facilitate conversation with a prospective student:

- What are you interested in studying?
- How did you hear about Fairfield University?
- Have you ever visited campus?
- What size college are you looking for?
- What extracurricular activities are you involved in?

Give each prospective student an inquiry card. Have the student complete the card and leave it at the table. If a student would like to mail it, that is also acceptable. If students indicate that they are already on the mailing list, suggest that they complete a card anyway just to ensure that all of our info is correct and up-to-date.

The important thing is to remember that students will want to hear about your personal experiences. Do not feel like you should have to answer every question. Refer to your handbook, facts sheet, or have the student write their question on their inquiry card. Our office will answer it when we process the inquiry. Give the student your Fairfield University business card so that s/he has a means to maintain contact and also knows that you are sincere in your desire to provide personal attention and a prompt response. Also, encourage students to visit campus.
Please refrain from comparing Fairfield University to other schools, even if asked directly. Furthermore, please refrain from trying to “hard sell” Fairfield to the student. Another college may be more suited to the student’s interests and priorities.

Encourage students to follow us on Facebook, Instagram, and Twitter!!! Our Twitter handle is @fairfield_admis, and our Instagram account is @fairfieldadmission. We will be using these accounts to give students info about Fairfield!

Materials to Use at the Fair

Travel brochure – Each student that you meet should receive one. The brochure has information including basic statistics, admission information, scholarship information, majors and minors, student activities, and financial aid information.

Inquiry cards – Please have the students you meet complete one of these cards and leave it with you. You will return these cards to the Office of Undergraduate Admission, and we will place these students on our mailing list. Students often want to take the card with them and mail it themselves – this is fine. Double checking that the birth date is completed is important. You many also meet a student who is already receiving information- they do not have to complete a card. However, if they do we can update their record that they attended a college fair. Make notes on the card if necessary so that an admission counselor can follow up.

Pens – You may place a few of them, at a time, on the table for students to use when completing inquiry cards. They are not giveaways, but students will probably forget to return them!

For your reference, a shipment of materials that you will receive typically contains the following:

<table>
<thead>
<tr>
<th>For Distribution:</th>
<th>For Display/Use During the Fair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiry cards</td>
<td>Majors/minors display board</td>
</tr>
<tr>
<td>Travel piece brochures</td>
<td>Fairfield University banner</td>
</tr>
<tr>
<td>Athletics information</td>
<td>Pre-postage Return Envelope</td>
</tr>
<tr>
<td>Business cards</td>
<td></td>
</tr>
</tbody>
</table>
**After the Fair**

Please remain at the program until the specified time period expires. You may find that other representatives pack up early, but we ask that you stay until the end of the event.

Time to pack up and go home! Please do not take any Fairfield University signage belonging to the host school without their permission. Many times these are reused for the program next year.

As soon as possible, please return any completed inquiry cards, the cloth banner, and the majors/minors display board to the Office of Undergraduate Admission. Return packaging will be provided. You do not need to return any of the unused admission literature. Please also check your email for an evaluation to be completed electronically. This not only helps us better your future experiences with our office, but provides us feedback regarding the future attendance at the particular college fair.

The Office of Undergraduate Admission sincerely appreciates your efforts and thanks you for a job well done!
INTerviews

The interview is not a required part of the application process to Fairfield University; however, it is recommended and many students enjoy meeting with an admission representative on an individual basis. Occasionally, a prospective student will request an interview with a Fairfield University graduate. When the student lives a long distance from campus or is unable to travel to campus, we will make arrangements for an interview with a FAVOR member.

Goals

✔ To learn more about the student than what can be read in their application
✔ To counsel and inform the applicant about Fairfield University
✔ To open the door for further communication
✔

Before the Interview

You will be provided with the student’s name and phone number. We ask that you contact the student as soon as possible to set up a time and location that is mutually convenient. Although the setting is left to your discretion, we ask that the atmosphere be free of interruption and as comfortable as possible for both of you. A place that is more neutral, such as a restaurant, library, or place of business, is a good choice (favorite spots of counselors in the office are Starbucks and Panera!)

Each student will have been asked to complete an interview form online- this will be emailed to you prior to your scheduled interview date. This form will provide information about the student and their outside activities, allowing you to ask questions beyond academics. Try to ask questions that lead the student to discuss his or her feelings, opinions, motivations, and values.

If you have any questions about the interview process, please feel free to contact the Office of Undergraduate Admission at 203-254-4100 or email Lauren Lipyanka ’10 at LLipyanka@fairfield.edu

During the Interview

Dress should be business casual.

An interview should last approximately 20 to 30 minutes. Remember to leave time to answer the applicant’s and parents’ questions. The information you provide the candidate about Fairfield is just as important as the information you provide the Undergraduate Admission Board about the applicant. Please refer to the section on “Frequently Asked Questions” to become familiar with what you may be asked.
Frequently, parents accompany their son or daughter to the interview. Indicate that you would like a chance to talk with their child privately, but that they are welcome to join you afterwards. You might suggest that they browse through Fairfield reading materials while they wait. The presence of a parent can sometimes inhibit the conversation with the prospective student.

The purpose of an interview is twofold: to counsel and inform the applicant about Fairfield University, and to discern his or her personal qualities. Although the interview is not required, its importance should not be underestimated. The evaluation you forward will provide information about the candidate, not always available to us when reviewing the application.

Feel free to refer to this handbook when answering questions for the student or the parent. If the information cannot be located, then please DO NOT guess. Tell them that you or someone from the Office of Undergraduate Admission will contact them with the answer. This is especially important if they begin to ask you about their chances for admission or financial aid. Please speak in as general a manner as possible, referring to the profiles given in this manual.

**Helpful Hints**

It is important to set a comfortable tone from the beginning. Try to avoid potentially embarrassing questions about personal matters. Once you feel the applicant is at ease, it is time to ask more in-depth questions.

Avoid questions that can be answered by a simple yes or no. They are certain to lead to an uninformative interview. You will find some students cling to the yes/no answers. Often, these students are just nervous. Don’t let them evade questions in this manner. A simple, “Could you elaborate?” may help.

Questions that lead to an open conversation often begin with the words “why,” “what,” “where,” and “how.” Keep in mind that there is no special format to follow in an interview.

**After the Interview**

The interview report must be returned immediately after the interview for inclusion in the applicant’s file. It is best to complete the interview report while the impression of the meeting is still clear in your mind. You may use our form or write your own report. Our form can be accessed on the Fairfield FaVoR homepage.

Only the Undergraduate Admission Board has access to interview reports. You shouldn’t have any reservations about being honest; however, it is important for you to complete the evaluation objectively and professionally. Please tell us about the student’s attitudes and preferences, things we cannot usually discern from the application. The interview report may also be used to record something the student said that might not be readily included on the application.

Please indicate if the student needs additional information.
In addition to the interview report, we hope you will follow up with the student as well. A quick “it was nice to meet you” email is sufficient. A sample email may say, “It was a pleasure talking with you today. I enjoyed meeting you and hope that you will contact me directly if I may provide you with additional information about Fairfield University. In the meantime, please accept my best wishes for a successful senior year!”

Suggested areas to comment on are:

PERSONALITY

What type of personality does the applicant have? Is he or she friendly? Self confident? Will he or she be able to work well with other people?

POTENTIAL FOR GROWTH

What is the applicant’s attitude toward growth and change? Does she or he have a strong incentive to study and achieve? Does the applicant have realistic goals?

MATURETY

How does the applicant perceive himself or herself? What level of confidence does the candidate exhibit?

SOCIAL SKILLS/RESPONSIBILITY

What is the applicant’s attitude about the needs of others? What would make him or her a positive addition to Fairfield? How do you see him or her contributing to campus life?

VALUES

What does the student seem to value most highly? How do these values affect his or her activities?

ACADEMICS

What is the student’s motivation to study? Does he or she convey intellectual curiosity?

FAIRFIELD

Do you feel the student will contribute to the Fairfield University community?
What follows are two sample interview reports that will give you an idea of the preferred style of reporting. Sample A does not provide as much helpful information as Sample B does.

SAMPLE A

Good sense of humor.

Enjoys sports.

Plays baseball, basketball, manages the football team.

Not my type of dresser.

Knows about Fairfield from family.

Good kid.

SAMPLE B

Jim is in love with Fairfield. His family has a long tradition with the University. His father, uncles, and a brother have all attended. There is a confident air about Jim. He has a great sense of humor and a fabulous smile. He loves to tell stories.

Jim has done well in school and feels challenged with his course load that includes three Advanced Placement courses this year. His interests are mainly with sports. He plays basketball and baseball and serves as the manager for the state-winning football team. He is a manager at heart: he loves to work with people and appears to be very good at it. As to why he likes sports, he indicates that he feels his strengths lie in his ability to work well on a team, that is, with other people. He is a leader. He mentioned that becoming more of a leader is something that he would like to work on. Though he hates disappointing people, he would like to be able to say “no” sometimes.

Overall, I gained a very favorable impression of Jim. I can see him enjoying Fairfield and feel confident that he has the motivation to do well academically.

**Please email all interview reports to Lauren Lipyanka, FaVoR coordinator**
Suggested Interview Questions

High School:

- Tell me about your high school. How big is it? Have you enjoyed your time there?
- What courses are you taking next year?
- If you had to do it all over again, would you attend the same school?
- What are you looking forward to about your senior year?
- If you could change one thing about your school, what would it be and why?

Activities/Involvements

- You’ve listed ________, ____________, and ________ as some of your favorite activities. Tell me about them.
- Do you plan on participating in those things in college?
- Is there something that you have not had the opportunity to do yet in your life that you are hoping to try in college?
- Is there anything in particular you do plan on taking part in during your college years?
- What else do you do to keep busy?

College Search

- Where are you in your college search? Is this your first/last visit?
- What brings you to Fairfield University? What makes you think this might be a good fit for you?
- If you could build your perfect college campus, what would it be like?
- Do you have a major in mind? Where does your interest in that major come from? Do you have a career goal?
- What are you looking forward to about going to college? What are you nervous about?
  ** Avoid asking a student what other schools they are considering.**

Other

- If I were to talk to some of your best friends/teachers about you, what would they tell me are some of your best characteristics?
- Do you have any siblings? How do your parents feel about this college search for the first/third/tenth time?
- What advice would you give to incoming high school freshmen about the 4 years of high school?
- What do you want us to know about you when we read your application?
- What question do you wish I asked you?
- What did you do this summer? Any summer reading/homework to do?
Frequently Asked Questions Guide

How many students attend Fairfield? Where are they from?

There are approximately 3,800 full time undergraduates at Fairfield. Fairfield is described as a small to mid-sized university. There are approximately 1,200 graduate students. Students hail from 38 states, Washington D.C., Puerto Rico, and more than 42 countries. Approximately 48% of students are from New England, 46% are from the Mid-Atlantic, and 6% are from other regions and countries.

What are the admission requirements?

Fairfield University uses a holistic review process in the evaluation of our prospective students, looking at all aspects of a student’s record when making our admission assessment. Factors taken into consideration are strength of curriculum, GPA (including grade pattern, rank in class if available), standardized test scores (SAT or ACT) if submitted (see Test Optional Policy below), recommendations, personal essay, and extracurricular activities.

What is the average GPA of last year’s incoming freshman class?

The average GPA is approximately an A-/B+ average. Students that were competitive in the applicant pool achieved this GPA while taking advanced, honors, AP, IB, and college level courses if offered at their school.

What is the average SAT/ACT of last year’s incoming freshman class?

The SAT scores of the middle 50% of last year’s incoming class were between 1720 and 1930 (All three sections, Critical Reading, Math and Writing). The ACT scores of the middle 50% were 25-29. These numbers should not be considered a cutoff for admission; they are strictly averages. Please keep in mind that Fairfield University is now test optional (see next question).

What standardized tests are required for admission?

Standardized test scores (SAT or ACT) are optional. Therefore, if a student does not feel that his/her standardized test scores are an accurate reflection of his/her overall academic ability and performance, test scores do not need to be submitted. The presence (or lack thereof) of test scores does not change a student’s chances of admission or scholarships.

Is an interview required for admission to Fairfield University?

No, interviews are not required. However, they are recommended for students who feel they would benefit from having an interview. The interview is strongly recommended for students who choose not to submit their standardized test scores. Interviews can be scheduled online at www.fairfield.edu/visit.
When is the application deadline?

The application deadline for Early Action is November 1st with a January 1st admission decision. The deadline for Regular Decision is January 15th with an April 1st admission decision. Both application processes use the same criteria to evaluate students for admission. Both options are non-binding and all admitted students have until May 1st to make a decision. The deadline for Early Decision I is November 15th with a December 5th admission decision. The deadline for Early Decision II is January 15th with a February 6th admission decision. This option is a binding decision and should a student be admitted, s/he must withdraw all applications from other colleges and universities.

How much is tuition?

For full-time undergraduate students, tuition is $44,250. Room & board total $13,520. Please don’t hesitate to contact your admission counselor to talk about scholarships and the financial aid process.

How do I get scholarships and financial aid?

A Fairfield University education is truly an investment in the student’s future. Every student is automatically reviewed for merit scholarships at the time of application. Last year merit scholarship awards ranged from $7,000 to $25,000 per year. Students interested in need based financial aid should fill out the FAFSA and the CSS Profile. Last year, over 85% of Fairfield students received financial aid support, totaling over $32 million.

What are Fairfield’s most popular majors?

In no particular order, the most popular majors are: Marketing, Finance, Communication, English, Biology, and Psychology.

What is the average class size? What is the student to faculty ratio?

The average class size at Fairfield is 22 students. The student to faculty ratio is 11:1.

Does Fairfield offer a pre-med/pre-law program? How successful is it?

Yes. The University has an advisory program in both of these areas. Students are assigned a special advisor who counsels them on types of classes they should take, the internships they should pursue, and exams necessary for acceptance into medical, dental, veterinary, or law school. No specific major is required for students to be in either of these programs, but certain courses are required as part of the Health Professions Program (HPP) for pre-medical students. About 90% of our graduates are accepted into law school and for the last two years 100% recommended students are accepted into medical schools. (Approximately 12 students each year)

Do you have XYZ major? Is it a good program?
All the majors at Fairfield are great! If you’d like more information about a specific major, you can check out our website at www.fairfield.edu.

Do students study abroad at Fairfield?

About 45% of students study abroad during their time at Fairfield, whether it is for a semester, year, or 10 day session. Fairfield currently sponsors programs in Florence, Italy; Galway, Ireland; Brisbane, Australia; Aix-en-Provence, France; Managua, Nicaragua; and Madrid, Spain. The University also has affiliations with over 60 other programs on five continents.

Does Fairfield offer internships? When do students start interning, and where?

Students are encouraged to complete at least one internship while at Fairfield, although most students complete two or three during their undergraduate experience. Fairfield County has the largest concentration of Fortune 500 companies in the nation. This allows many of our students to get hands on experience as early as the summer after sophomore year. Visit www.fairfield.edu to see where our students are interning across all different majors!

What is the retention rate/graduation rate of the student body?

About 90% of first-year students return after their freshman year. The four year graduation rate is 83%.

What is the career placement rate?

Approximately 98% of the Class of 2014 secured full-time professional employment, admission to graduate degree programs, or participation in volunteer service programs within 6 months of graduation. The percentage of graduates who obtained employment from on-campus recruiting was about 40%.

Is housing guaranteed for all four years?

Yes! Housing is guaranteed for all four years on campus for full time residential students. Approximately 80% of students live on campus. About 13% of the student population rent off campus (seniors at beach) and 7% commute from home.

I’m interested in playing XYZ sport for Fairfield. How do I contact the coach?

You’ll want to check out our athletics website at www.fairfieldstags.com. There, you can find the contact information for all NCAA Division 1 teams. We will also recommend that you fill out the prospective student athlete survey on the website. Go Stags!

Do I have to be Catholic to go to Fairfield?

Fairfield was founded in the Catholic tradition by the Jesuits- an order of priests who place high importance on education and service to others. We are proud of our heritage but welcome students of all faith backgrounds.
Do you have XYZ club at Fairfield?

Visit www.fairfield.edu to view all of our club, sports, and service opportunities. Fairfield has over 80 clubs and organizations!

Can students have cars on campus?

In an effort to transition to a more pedestrian and bicycle friendly campus, cars are restricted to junior and senior students. There is an off-campus shuttle and town is within walking distance!

Can I visit campus?

Absolutely! You can schedule a visit to campus online at www.fairfield.edu/visit. You can register for interviews through the website as well.

May I sit in on a class during my visit?

Yes, with adequate (about 2 weeks) notice! Fill out a Shadow a Stag request form to schedule a class visit during your trip to Fairfield. You can find more information about the class visit program at www.fairfield.edu/visit.

These questions are by no means the only questions that students have. This is simply a sample of some of the more popular questions that our counselors hear on the road. Please continue to explore Fairfield’s website to learn more about all the opportunities that are available for our students. Links are available on the FaVoR homepage which will direct you to specific information regarding majors, athletics, financial aid, admission information, clubs and activities, and campus ministry!
Additional FaVoR Programs

Regional Receptions

For students who have expressed interest in Fairfield, off campus receptions are held in various locations, typically Boston, Long Island, New Jersey, and Philadelphia. These programs are usually held in a hotel or other large facility in the early fall or spring. An admission officer gives a formal presentation. Current students as well as FAVOR members (alumni and current parents) are asked to share commentary. These receptions provide students with a complete picture of Fairfield and subsequently, students are encouraged to visit campus.

On-Campus Receptions

At many of the on-campus admission events, special receptions are held for legacy students (children, grandchildren or siblings of current Fairfield students or alumni). A breakfast or an afternoon reception is held and we ask FAVOR members and current parents to join us in greeting our guests. The receptions make a prospective student’s visit to campus much more memorable and personal.

Admitted Student Receptions

Select students who have been admitted through the Early Action, Early Decision or Regular Decision programs may be invited to an admitted student reception. Receptions are held in the home of an alumnus or alumna. A member of the Admission staff, some current students and local alumni attend the reception to speak with the admitted students. These receptions are a very personal way of connecting with students who are considering Fairfield University.
QUICK REFERENCE INFORMATION 2015-2016

Estimated Academic Year Expenses

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<table>
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<tbody>
<tr>
<td>Tuition 2015-2016</td>
<td>$44,250</td>
</tr>
<tr>
<td>General University Fees</td>
<td>$625</td>
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<tr>
<td>Room and Board</td>
<td>$13,520</td>
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<tr>
<td><strong>Total Expenses (Excluding books and personal costs)</strong></td>
<td><strong>$58,395</strong></td>
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Application Deadlines

<table>
<thead>
<tr>
<th>First Year Applicants</th>
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<tbody>
<tr>
<td>Early Action (non-binding)</td>
<td>November 1</td>
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<tr>
<td>Early Decision I (binding)</td>
<td>November 15</td>
</tr>
<tr>
<td>Early Decision II (binding)</td>
<td>January 15</td>
</tr>
<tr>
<td>Regular Decision</td>
<td>January 15</td>
</tr>
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Financial Aid Application Due

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<th></th>
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<tbody>
<tr>
<td>CSS Profile</td>
<td>January 15</td>
</tr>
<tr>
<td></td>
<td>(Early Action/Early Decision)</td>
</tr>
<tr>
<td></td>
<td>February 15</td>
</tr>
<tr>
<td></td>
<td>(Regular Decision)</td>
</tr>
<tr>
<td>FAFSA</td>
<td>February 15</td>
</tr>
<tr>
<td></td>
<td>(All Applicants)</td>
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</tbody>
</table>

Transfer Application Deadlines

<p>| | |</p>
<table>
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<th></th>
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<tbody>
<tr>
<td>Entering Fall Term</td>
<td>May 1</td>
</tr>
<tr>
<td>Entering Spring Term</td>
<td>November 15</td>
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<tr>
<td>Sport</td>
<td>Head Coach</td>
</tr>
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<td>----------------------------</td>
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</tr>
<tr>
<td>Baseball</td>
<td>Bill Currier</td>
</tr>
<tr>
<td>Basketball, Men</td>
<td>Sydney Johnson</td>
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<tr>
<td>Basketball, Women</td>
<td>Joe Frager</td>
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<tr>
<td>Cross Country (M &amp; W)</td>
<td>Brendan Rickert</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Jackie Kane</td>
</tr>
<tr>
<td>Golf (M &amp; W)</td>
<td>Len Roberto</td>
</tr>
<tr>
<td>Lacrosse, Men</td>
<td>Andrew Copelan</td>
</tr>
<tr>
<td>Lacrosse, Women</td>
<td>Laura Field</td>
</tr>
<tr>
<td>Rowing (M &amp; W)</td>
<td>David Patterson</td>
</tr>
<tr>
<td>Soccer, Men</td>
<td>Carl Rees</td>
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<tr>
<td>Soccer, Women</td>
<td>James O’Brien</td>
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<tr>
<td>Softball</td>
<td>Julie Brzezinski</td>
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<tr>
<td>Swimming &amp; Diving (M &amp; W)</td>
<td>Janelle Atkinson-Wignall</td>
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<tr>
<td>Tennis (M &amp; W)</td>
<td>Jeff Bricker</td>
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<tr>
<td>Volleyball</td>
<td>Todd Kress</td>
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