

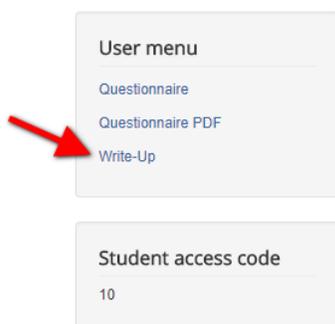
Instructions for Providing Comments on the *Fiske Guide to Colleges 2019* Write-Up

Step 1: Log in with assigned account credentials

To access your school's *Fiske Guide 2019* write-up, please go to <http://fiske.sourcebookscollege.com> and log-in to your school's account using the username and password that were emailed to the school admin on file.

Step 2: Access your school's *Fiske Guide to Colleges 2019* write-up

Once you have logged in, you'll see a User Menu on the left-hand side of your screen. Please click on the "Write-Up" button.



Dear College Official,

It's that time again when we request your help in updating your school's profile in the *Fiske Guide to Colleges*. By completing the *Fiske Guide 2020* questionnaire and providing comments on your school's write-up, you are ensuring that we have the most up-to-date and accurate information for your school.

Below and on the Instructions page of this website, you will find detailed instructions for accessing and completing the institutional and student questionnaires and providing feedback on your current write-up for the 2019 edition of the *Fiske Guide to Colleges*, which will be published in July 2018.

A few items to remember before you begin:

- Please use the data from your school's **2017–2018** Common Data Set.
- We are offering you the option of emailing your 2017–2018 Common Data Set directly to fiskesupport@sourcebooks.com for import into your 2020 institutional questionnaire. **Please keep in mind, however, that only certain questions pull data from your CDS, and you will still be responsible for completing the remaining portions of the questionnaire.**
- When calculating enrollment numbers, please use **full-time, degree-seeking students only. Do not include part-time and/or non-degree-seeking students.**
- Please be sure to complete **all questionnaire fields.**
- When your questionnaire is complete and ready to submit, please be sure to proceed to the final window of the questionnaire and click the "submit" button. Your survey **will not be considered complete until you click "submit."**
- We also ask that you **offer comments on your school's write-up** as it appears in the 2019 edition of the *Fiske Guide to Colleges*. **Write-ups are available to review now**, and your feedback is critical to our process. Your comments—along with the information in the questionnaires—will be taken into consideration as we update the 2020 edition of the book. When you are logged in, you can access the write-up by clicking the "Write-Up" button in the User Menu on the left-hand side of the homepage.
- Don't forget to invite 6 to 8 students to complete the **student questionnaires** at <http://fiske.sourcebookscollege.com/index.php/student-questionnaire>. When you are logged in, you will see the Student Access Code displayed in the lower menu on the left-hand side of the homepage; the Student Access Code is also provided to you by email.
- Please send any contact information changes or updates to Julie Hogan, production coordinator, at editor@fiskeguide.com. Note that our system only allows us to save one contact per school.
- If there are other members of your staff, either within your department or in another department, who will be responsible for completing or contributing to the 2020 *Fiske Guide* questionnaire, please feel free to share your log-in username and password. **You will not need to acquire a secondary username or password for additional staff members.**

You will be taken to a page containing blank boxes for entering text, followed by your school's *Fiske Guide to Colleges 2019* write-up.

Step 3: Read and review write-up

Please read and review your school's *Fiske Guide to Colleges 2019* write-up carefully. This is your opportunity to let us know of any updates to factual information that may not be captured by the questionnaires. If there are any inaccuracies in your school's write-up or new updates to be made, please make note of the correct information in the supplied text boxes.

Please note: each text box can contain a maximum of 1,000 characters. If your comments exceed the character limit, you will be prompted to reduce the text.

User menu

- [Questionnaire](#)
- [Questionnaire PDF](#)
- [Write-Up](#)

Student access code

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Write-Up

Your school's write-up from the *Fiske Guide to Colleges 2019* is now available. The deadline for submitting your feedback is **June 1, 2018**.

Please use the fields below to make note of outdated information, errors, or other comments, which we will take into consideration for the 2020 edition.

Each field is limited to 1000 characters. Please do not attempt to copy and paste the entire write-up into these fields. We have provided some examples below for how you may wish to structure your feedback.

If, after reviewing your write-up, you have no corrections or comments to share, please indicate that is the case in the first blank field and click the "Save" button.

Please remember to click the 'Save' button located at the bottom of the page.

Examples:

When submitting your feedback, please consider that comments that explain the reasoning for requested changes are the most helpful to the Fiske editorial team. Following are a few examples of sample feedback that may serve as useful models:

First paragraph: We are striving to broaden our environmental focus and put it into the context of being one component in a cohesive set of social justice values. Please consider changing "strong international and environmental orientation" to "strong international and social justice orientation."

Fifth paragraph: Our dual-degree programs have expanded. Please remove "applied science" from that list, and substitute "...engineering, and international business."

Eighth paragraph: Please remove the reference to Sophomore Learning Communities. That program has been discontinued.

Save

Be sure to click the "Save" button to save your progress and when your comments are complete.

Your write-up feedback is due by **June 1, 2018**. Please contact fiskesupport@sourcebooks.com with any questions.