

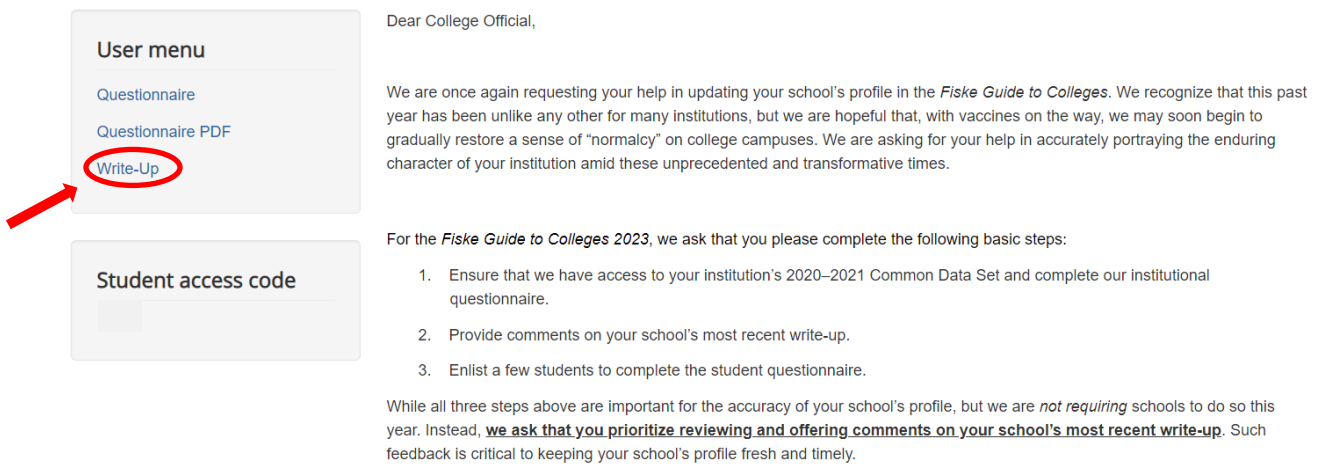
Instructions for Providing Comments on the *Fiske Guide to Colleges 2022* Write-Up

Step 1: Log in with assigned account credentials

To access your school's *Fiske Guide 2022* write-up, please go to <http://fiske.sourcebookscollge.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 2022* 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.



The image shows a screenshot of a user interface. On the left, there is a 'User menu' with three items: 'Questionnaire', 'Questionnaire PDF', and 'Write-Up'. The 'Write-Up' item is circled in red, and a red arrow points to it from the left. Below the menu is a 'Student access code' field with a small input box. To the right of the menu, there is an email body. The email starts with 'Dear College Official,' followed by a paragraph of text explaining the request for help in updating the school's profile. Below this is a list of three steps for the 2023 update, and a final paragraph emphasizing the importance of reviewing and offering comments on the most recent write-up.

Dear College Official,

We are once again requesting your help in updating your school's profile in the *Fiske Guide to Colleges*. We recognize that this past year has been unlike any other for many institutions, but we are hopeful that, with vaccines on the way, we may soon begin to gradually restore a sense of "normalcy" on college campuses. We are asking for your help in accurately portraying the enduring character of your institution amid these unprecedented and transformative times.

For the *Fiske Guide to Colleges 2023*, we ask that you please complete the following basic steps:

1. Ensure that we have access to your institution's 2020–2021 Common Data Set and complete our institutional questionnaire.
2. Provide comments on your school's most recent write-up.
3. Enlist a few students to complete the student questionnaire.

While all three steps above are important for the accuracy of your school's profile, but we are *not requiring* schools to do so this year. Instead, **we ask that you prioritize reviewing and offering comments on your school's most recent write-up**. Such feedback is critical to keeping your school's profile fresh and timely.

You will be taken to a page containing blank boxes for entering text, followed by your school's *Fiske Guide to Colleges 2022* write-up.

Step 3: Read and review write-up

Please read and review your school's *Fiske Guide to Colleges 2022* 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

Write-Up

Your school's write-up from the *Fiske Guide to Colleges 2022* is now available. The deadline for submitting your feedback is **June 4, 2021**.

Please use the fields below to make note of outdated information, errors, or other comments, which we will take into consideration for the 2023 edition.

Each field is limited to 1,000 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 form.

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 4, 2021**. Please contact fiskesupport@sourcebooks.com with any questions.