



# Assessment Institute Registration Form—Clearwater Beach, Florida

Retention Seminar: February 11-12, 2010

Academic Advising Administrators' Institute: February 14-16, 2010

Assessment of Academic Advising Institute: February 17-19, 2010

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
(nickname for name badge, if different) Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State/Province Zip

\_\_\_\_\_  
Day Phone Emergency Phone

\_\_\_\_\_  
E-mail Fax

Check the correct fee that applies Prior to 01/22/10 After 01/22/10

### Assessment Institute (AS)

- Current NACADA Member  \$500  \$550
- Nonmember (renewing membership or joining NACADA)\*  \$555  \$605
- Nonmember (no membership included)  \$575  \$625

**Multiple Events:** Further DISCOUNTS are available if you are attending more than one event.

### Administrators' Institute (AI) & AS Institute Combo

- Current NACADA Member  \$970  \$1,050
- Nonmember (renewing membership or joining NACADA)\*  \$1,025  \$1,105
- Nonmember (no membership included)  \$1,045  \$1,125

### Retention Seminar (RS) Combo

- Check which institute \_\_\_ Administrators' or \_\_\_ Assessment
- Current NACADA Member  \$865  \$945
  - Nonmember (renewing membership or joining NACADA)\*  \$920  \$1,000
  - Nonmember (no membership included)  \$940  \$1,020

### All three (AI & AS Institutes & RS Seminar)

- Current NACADA Member  \$1,315  \$1,415
- Nonmember (renewing membership or joining NACADA)\*  \$1,370  \$1,470
- Nonmember (no membership included)  \$1,390  \$1,490

\* (Includes one year membership - Complete membership form on next page)

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

If you are attending either of the institutes please answer the question(s) applicable to the Institute(s) you will attend:

**Administrators' Institute Attendee:** check which one most closely describes your job position:

- New Advising Administrator
- Experienced Advising Administrator
- Administrator Directing Multiple Areas, including advising

**Assessment Institute Attendee:** check which one most closely describes where your institution is in the assessment process:

- Foundational Level
- Conceptual Level
- Operational Level

You may view descriptions of the above titles/levels at [www.nacada.ksu.edu](http://www.nacada.ksu.edu), look in the Events section under the Institute title

SIGNATURE REQUIRED: \_\_\_\_\_

I certify that I will secure payment for the total amount due.

Method of Payment (choose one):

Note: NACADA FEIN number: 48-1114759

- Check (Checks payable to NACADA) # \_\_\_\_\_
- Agency Purchase Order # \_\_\_\_\_
- APO must be attached. Payment is required before the event.
- Credit Card (check one)  Visa  Master Card  American Express  Discover
- Card number: \_\_\_\_\_
- Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cardholder name (Please print): \_\_\_\_\_
- Signature: \_\_\_\_\_

### Registration

Registration may be made via:  
**FAX:** 785-532-7732  
**Mail:** NACADA  
 2010 Seminar/Institutes  
 2323 Anderson Avenue, Suite 225  
 Manhattan, KS 66502-2912

### Refund Policy

Prior to January 20, 2010: A refund of conference fees, less a \$50 administrative fee, will be made with a written request.  
 Jan. 20-Feb. 2, 2010: A 50% refund of conference fee with written notice.  
**Due to facility and institute obligations, no refunds can be given after February 2, 2010.**

### Seminar Meals Included

Thursday: Lunch  
 Friday: Breakfast/Lunch

### Administrators' Institute Meals Included

1<sup>st</sup> Day: Lunch/Reception  
 2<sup>nd</sup> Day: Breakfast  
 3<sup>rd</sup> Day: Breakfast/Lunch

### Assessment Institute Meals Included

1<sup>st</sup> Day: Lunch/Reception  
 2<sup>nd</sup> Day: Breakfast/Lunch  
 3<sup>rd</sup> Day: Breakfast

### Services/Accommodations

NACADA complies with ADA requirements. Please contact the NACADA Executive Office by Jan. 22, 2010, if you need accommodations to participate in the meeting events. If you need ADA sleeping room accommodations you must contact the hotel directly.

### Hotel Accommodations

Make your hotel reservations prior to January 16 to take advantage of the discounted rate. The room block may sell out prior to this date.

### Questions & Information

Web Site: <http://www.nacada.ksu.edu>

Email: [nacada@ksu.edu](mailto:nacada@ksu.edu)

Phone: (785) 532-5717

Registration in one or more of these meetings authorizes NACADA to include you in event photos to be shared with the group or in promotional materials in the future. If you wish to opt out of these photos, please email your request to [nacada@ksu.edu](mailto:nacada@ksu.edu).



**MEMBERSHIP INFORMATION**  
Complete the information below  
*ONLY* if you chose a NACADA registration fee that includes a membership in addition to registration for a Clearwater event.  
(renewing membership or joining NACADA)

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **INITIAL** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **INSTITUTION:** \_\_\_\_\_

**ROLE:** *(Choose only one)*

- Faculty Advisor (FA)
- Academic Advisor/Counselor (PA)
- Advising Administrator (AA)
- Counselor (CN)
- Non-Institutional (NI)
- Other (OT)

**DEMOGRAPHIC INFORMATION:** *(Optional, for research purposes only.)*

**Ethnic Background:**

- African American/Black
- Native American
- Hispanic/Latino
- Asian American
- European American/White
- Other (please specify)

**Gender:**

- Female
- Male

**Birth Year:**

\_\_\_\_\_

Exclude me from mailing lists distributed by NACADA to approved select groups.

**You may choose any four (4) of these specific advising areas:**  
\*Refer to [www.nacada.ksu.edu](http://www.nacada.ksu.edu) for further information on Commission and Interest Group membership.

**\*COMMISSIONS:**

- C01 Advising Adult Learners
- C03 Multicultural Concerns
- C05 Advising Administration
- C06 Advising Graduate and Professional Students
- C07 Two-Year Institutions
- C08 Small Colleges and University
- C11 Advising Business Majors
- C12 Advising Student Athletes
- C13 Undecided and Exploratory Students
- C14 Technology in Advising
- C15 Faculty Advising
- C16 Advising Students with Disabilities
- C17 Advisor Training & Development
- C18 LGBTA Concerns
- C19 Advising Transfer Students
- C21 Engineering & Science Advising
- C22 Advising Education Majors
- C23 Distance Education Advising
- C27 Theory & Philosophy of Advising
- C26 ESL/International Student Advising
- C30 Liberal Arts Advising
- C37 Peer Advising & Mentoring
- C32 Assessment of Advising

**\*INTEREST GROUPS:**

- C20 Health Professions Advising
- C24 High School to College Advising
- C25 Probation/Dismissal/Reinstatement Issues
- C28 Advising High Achieving Students
- C31 First Generation College Student Advising
- C33 Advising Fine Arts Students
- C34 Pre-Law Advising
- C35 Canada
- C36 Native American & Tribal College
- C38 Study Abroad Advising
- C40 New Advising Professionals
- C41 Appreciative Advising
- C42 Large Universities
- C43 Advising & Academic Coaching
- C44 Ethics & Legal Issues in Advising
- C46 Advising First Year Students
- C47 Advising Military Students & Dependents
- C49 Doctoral Students (potential)
- C50 Advising in Interdisciplinary Programs (potential)
- C51 Advising Second-Year Students (potential)
- C52 Historically Black Colleges & Universities (potential)

**YEARS ADVISING:** *How long have you been advising?*

- < 3 years
- 3-5 years
- 6-10 years
- 11-15 years
- > 15 years

A list of each conference participant's name, institution, and email will be available to all participants. To exclude your information, email a request to [nacada@ksu.edu](mailto:nacada@ksu.edu) specifying this conference.

NACADA may provide directory information on members. To withhold your information, email a request to [nacada@ksu.edu](mailto:nacada@ksu.edu).