

Important Registration Information

Register early—payment must be received by the conference date, but it need not accompany your registration form. Before you give the registration form to your institution's Business Office for processing, please send NACADA a copy of the conference registration first. This is for your protection—many registrations are delayed for weeks at the institution before we receive them. Be sure to send us an actual copy of the Agency Purchase Order (APO) as soon as it is available. An APO number without the actual form will not suffice. NACADA's Federal Employment ID number (FEIN) is 48-1114759.

Registrations and/or payments received on/after September 24th will need to register on-site. Registrations and payments will not be processed at the Executive Office after September 25th. Registrations on site must be guaranteed with an actual purchase order or credit card.

Payment not received by the conference date—payment must be made before receiving conference materials on-site. Cash, check, or credit card authorization will be accepted on-site. Credit cards will be processed if other payment has not been received by November 14, 2003.

Registration transfers—Paid registrations may be transferred to another individual at your institution if you notify NACADA in advance.

Refund policy—Membership dues are not refundable. To receive a refund of conference fees, less \$50.00, send a written request to the Executive office by September 1st, 2003. After this date, 50% will be refunded with written notification. No refund requests can be granted after October 1st. Refund checks will be issued after the conference

Registrants who fail to cancel their registrations through the executive office will still be billed for the total conference registration fee even if they do not attend the conference.

Questions regarding the conference, your membership status, or NACADA can be directed to the Executive Office via email to nacada@ksu.edu, phone (785) 532-5717, or fax (785) 532-7732. Information is available at www.nacada.ksu.edu

Use of Information:

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, specifying this conference.

NACADA may provide directory information on members. To withhold your information, email a request to nacada@ksu.edu.

Preconference Workshops—use this list to register for Preconference Workshops on the next page (additional fees apply). Full descriptions of each workshop begin on page 28.

THURSDAY, OCTOBER 2

9:00 am–3:00 pm (lunch is included with P1)

P1. Advising Administrators' Seminar

9:00 am–12:00 pm

P2. Conducting Advising Research and Constructing a NACADA Research Grant Proposal

P3. Web Sites 202: Moving Your Site to the Next Level

P4. Promoting Success for African-American Male Students in Higher Education

P5. Outcomes Assessment: Beginning the Process for Your Advising Center

P6. The College Administrator's Guide to Career Advancement: A Values-Based Approach to the Job Search Process

P7. Creating an Online Advising Manual

P8. Developing Master Advisors: Creating Workshops for Faculty and Staff Advisors

10:00 am–12:00 pm

P9. Collaborative Mentoring Program: How to Teach, Encourage and Support Your First-year Students

P10. The Economics of Advising: Assessing Your Worth to Your Institution

P11. Legal Issues in Academic Advising

11:00 am–12:00 pm

P12. Using the CAS Standards for Assessment and Self Evaluation (free)

P13. Writing for the *NACADA Journal* (free)

1:00–3:00 pm

P14. Settling the Electronic Frontier: Building Communities, Setting Standards and Developing "Best Practices" for Electronic Advisement

P15. Before They Set Foot on Campus: Planting the Seeds of Academic Exploration and Planning

P16. Surviving Budget Cuts in Advising

P17. Electronic Academic Advising Management System: Documenting, Tracking, Reporting, and Managing

3:15–5:15 pm

P18. Exploring NACADA Resources for Advisor Development (free)

P19. Choosing Your Major: Step-by-Step from Frustrated and Overwhelmed to Making a Good Decision

P20. Building a Better Advising Network through Evaluation

4:15–5:15 pm

P21. Orientation for New Attendees (free)

1:00–4:00 pm

P22. Casting a Wide Net: An Assessment of Advising Primer

P23. Advisor Training 101

P24. Confidentiality Issues in Advising

P25. NACADA Conference . . . \$1000; Dinner for two at Bob's Steak and Chop House . . . \$125; Experiential Activities for Deciding Students . . . Priceless!

1:00–5:00 pm

P26. Navigating the First Year: A Model for Advising Exploratory Students

P27. From Teaching to Advising in 60 Minutes

P28. Developing a Performance Appraisal System in the Support of Ongoing Advisor Training and Development

P29. Communication and Problem Solving Skills: Refining Advisor Competence

FRIDAY, OCTOBER 3

8:45–9:45 am

P30. Orientation for New Attendees (repeat of Thursday session)

Registration Fees Explanation

If you have any questions about your NACADA membership status, please email nacada@ksu.edu or call the Executive Office at (785) 532-5717 before choosing a Registration Fee.

NACADA Combo Fee Annual membership dues (\$50) cover either 9/1/03–8/31/04 OR 3/1/03–2/28/04. The combo fee includes your annual membership dues plus the member conference registration fee. Both new and renewing members can take advantage of this fee.

Member of NACADA 2003–2004 Fee is available only to individuals who have already paid their 3/1/03–2/28/04 OR 9/1/03–8/31/04 NACADA membership dues prior to registering for the conference, via either renewal forms sent annually from the Executive Office to current members, or an individual application to the Executive Office.

Student Fee is available to full-time students only. Individuals employed full-time and taking college courses are ineligible.

1 Registration NACADA 2003 Nat'l Conference

Early registration deadline is **September 12, 2003**. Registrations received after that date will be accepted on a space-available basis and should be made by FAX only, with APO # or credit card #. Type or print neatly.

Last Name	First	M.I.
(nickname for name badge, if different)		
Title		
Institution		
Address		
Address		
City	State/Province	ZIP/Postal Code+4
()	()	
Work Phone	Emergency Phone	
E-mail	FAX	

- Check here if this is your first NACADA annual national conference.
- Exclude me from mailing lists distributed by NACADA to approved select groups.

2 Preconference Workshops (additional fees apply)

Please check the times—do not register for overlapping workshops. (Limited space—register early)

Thursday, October 2

<p>All-day Seminar</p> <p>9:00 am–3:00 pm</p> <p><input type="checkbox"/> P1 \$ 80</p> <p>Morning Sessions</p> <p>9:00 am–12:00 pm</p> <p><input type="checkbox"/> P2 \$ 35</p> <p><input type="checkbox"/> P3 \$ 35</p> <p><input type="checkbox"/> P4 \$ 35</p> <p><input type="checkbox"/> P5 \$ 35</p> <p><input type="checkbox"/> P6 \$ 35</p> <p><input type="checkbox"/> P7 \$ 35</p> <p><input type="checkbox"/> P8 \$ 35</p> <p>10:00 am–12:00 pm</p> <p><input type="checkbox"/> P9 \$ 35</p> <p><input type="checkbox"/> P10 \$ 35</p> <p><input type="checkbox"/> P11 \$ 35</p> <p><input type="checkbox"/> P12 free (11:00 am–12:00 pm)</p> <p><input type="checkbox"/> P13 free (11:00 am–12:00 pm)</p>	<p>Afternoon Sessions</p> <p>1:00–3:00 pm</p> <p><input type="checkbox"/> P14 \$ 35</p> <p><input type="checkbox"/> P15 \$ 35</p> <p><input type="checkbox"/> P16 \$ 35</p> <p><input type="checkbox"/> P17 \$ 35</p> <p>3:15–5:15 pm</p> <p><input type="checkbox"/> P18 free</p> <p><input type="checkbox"/> P19 \$ 35</p> <p><input type="checkbox"/> P20 \$ 35</p> <p><input type="checkbox"/> P21 free</p> <p style="text-align: center;">(4:15–5:15 pm)</p> <p>1:00–4:00 pm</p> <p><input type="checkbox"/> P22 \$ 35</p> <p><input type="checkbox"/> P23 \$ 35</p> <p><input type="checkbox"/> P24 \$ 35</p> <p><input type="checkbox"/> P25 \$ 35</p> <p>1:00–5:00 pm</p> <p><input type="checkbox"/> P26 \$ 35</p> <p><input type="checkbox"/> P27 \$ 35</p> <p><input type="checkbox"/> P28 \$ 35</p> <p><input type="checkbox"/> P29 \$ 35</p>
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Friday, October 3

8:45–9:45 am

P30 FREE (repeat of P21, Thursday's Orientation)

3 Computer Software Review

Thursday 4:00–5:00 pm, free. See page 3.

- DARS
- Datatel
- PeopleSoft
- SCT/Banner
- StudentSpace
- DegreeWorks

Office Use Only

4 Registration Fees (choose one)

(See previous page for fee explanations)

	Received On/Before 9/12	Received After 9/12
• NACADA Combo <i>(includes 1 year membership)</i>	<input type="checkbox"/> \$305	<input type="checkbox"/> \$360
• Member of NACADA: <i>(2003–2004 dues already paid)</i>	<input type="checkbox"/> \$255	<input type="checkbox"/> \$305
• Non-member of NACADA	<input type="checkbox"/> \$345	<input type="checkbox"/> \$400
• Student: not full-time employee	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160
• One-day Fee: NACADA Member Circle date: OCT. 3 4 5	<input type="checkbox"/> \$155	<input type="checkbox"/> \$165
• One-day Fee: Non-Member Circle date: OCT. 3 4 5	<input type="checkbox"/> \$210	<input type="checkbox"/> \$230

5 Registration Fee Summary—please total:

Conference Registration Fee	\$ _____
Preconference Workshops (optional)	+\$ _____
Total Due (U.S. dollars on U.S. bank)	\$ _____
Signature required	

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

Fees include 2 receptions, 1 lunch, 3 cont. brkfst (excluding 1-day fees). NACADA Federal Employer ID Number (FEIN) # 48-1114759

Services/Accommodations for attendees with disabilities:

Contact Executive Office by 9/1/03 if you need services or accommodations to participate in the conference.

6 Method of Payment (choose one):

(Checks payable to NACADA)

- Personal Check. # _____
- Institutional Check # _____
- Agency Purchase Order # _____
Attach APO form, or send copy by Sept. 12th, if not available now.
- VISA MASTERCARD AMERICAN EXPRESS
- Card # _____ Exp Date ____ / ____

Print Cardholder's Name

Cardholder's signature

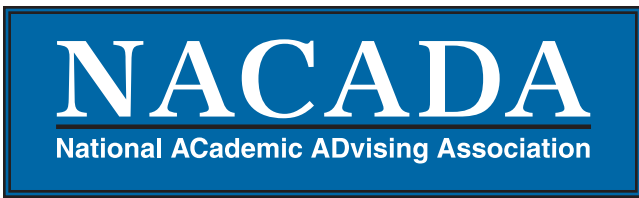
7 Send NACADA a copy of this conference registration form before giving it to your institution's Business Office—this will ensure your receipt of additional conference information in a timely manner

To register by Fax:
(785) 532-7732

To register by Mail:
NACADA Registration
2323 Anderson Ave, Ste 225
Manhattan, KS 66502–2912

QUESTIONS? Email: nacada@ksu.edu Phone: (785) 532-5717

REFUND POLICY: Prior to Sept. 1, refund of conference fees, less \$50, will be made with a written request. Membership not refundable. After Sept. 1, 50% refunded with written request. No refund if requested after October 1st. Expanded refund policy on prior page.



2003 National Conference: Please complete this form and return with your payment and conference registration form if you are adding or renewing a membership at this time:

NACADA Membership/National Conference
 Kansas State University
 2323 Anderson Avenue, Suite 225
 Manhattan, KS 66502-2912

Last Name: _____

First Name: _____ Initial: _____

Title: _____

Institution: _____

ROLE: (Choose only one)

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

DEMOGRAPHIC INFORMATION: (Optional)

- | | | | |
|--|---------------------------------|-----------------------------------|----------------------------------|
| Ethnic Background: | Gender: | Age: | |
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Female | <input type="checkbox"/> Under 22 | <input type="checkbox"/> 51-60 |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Male | <input type="checkbox"/> 22-30 | <input type="checkbox"/> 61-70 |
| <input type="checkbox"/> Hispanic/Latino | | <input type="checkbox"/> 31-40 | <input type="checkbox"/> Over 70 |
| <input type="checkbox"/> Asian American | | <input type="checkbox"/> 41-50 | |
| <input type="checkbox"/> European American/White | | | |

***COMMISSIONS:** (Choose up to 2)

- C05 Advising Administration
- C01 Advising Adult Learners
- C11 Advising Business Majors
- C06 Advising Graduate and Professional Students
- C12 Advising Student Athletes
- C16 Advising Students with Disabilities
- C19 Advising Transfer Students
- C13 Advising Undecided and Exploratory
- C17 Advisor Training and Development
- C21 Engineering & Science Advisors
- C15 Faculty Advisors
- C18 LGBTQA Concerns
- C03 Multicultural Concerns
- C08 Small Colleges and University
- C14 Technology in Advising
- C07 Two-Year Institutions

***INTEREST GROUPS:** (Choose up to 2)

- C22 Advising Education Majors
- C33 Advising Fine Arts Students
- C28 Advising High Achieving Students
- C32 Assessment of Advising
- C35 Canada
- C23 Distance Education Advising
- C26 ESL/International Student Advising
- C31 First-Generation College Student Advising
- C20 Health Professions Advising
- C24 High School to College Advising
- C30 Liberal Arts Advising
- C36 Native American and Tribal College
- C34 Pre-Law Advising
- C25 Probation/Dismissal/Reinstatement Issues
- C27 Theory and Philosophy of Advising

**Refer to the web for details on commissions and interest groups at: www.nacada.ksu.edu*

ACADEMIC AREA: Curriculum in which you primarily advise (Choose only one)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Education | <input type="checkbox"/> Home Ec. /Human Ecology | <input type="checkbox"/> Social Sciences |
| <input type="checkbox"/> Allied Health/Medicine | <input type="checkbox"/> Engineering | <input type="checkbox"/> Humanities | <input type="checkbox"/> Undecided Students |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Law | <input type="checkbox"/> Multiple Areas |
| <input type="checkbox"/> Business | <input type="checkbox"/> General Arts & Sciences | <input type="checkbox"/> Natural/Computer Sciences | <input type="checkbox"/> Other |

JOINING OR RENEWING NACADA MEMBERSHIP: (Choose Period)

- March-March (applications received between December 1-May 31)
- September-September (applications received between June 1-November 30)

You may change your membership period but a lapse in membership could make you ineligible for elected leadership positions and certain awards. Call the Executive Office if you are renewing your membership and are unsure of your membership period.

MEMBERSHIP TYPE: (See web site for definitions)

- Regular Membership \$ 50
- Institutional-One Official Representative \$200
- Each Additional Representative \$100
- Student \$ 20

Certification of student status is required for student membership. I certify that the applicant is currently a student at the institution named above and is not fully employed in an advising position.

 Signature & Title of Supervisor, Department Head, or Dean