

Important Registration Information/Policies

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 30th will need to register on-site. Registrations and payments will not be processed at the Executive Office after September 30th. 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 8, 2004.

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 3rd, 2004. 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.

Pre-conference and Post-conference Workshops—use this list to register for Pre/Post-conference Workshops on the next page (additional fees apply). Full descriptions of each workshop begin on page 29

WEDNESDAY, OCTOBER 6

9:00 a.m.-3:00 p.m. (lunch is included with P1)

P1. Academic Advising Administrators' Seminar

9:00 a.m.-12:00 p.m.

P2. Peer Power: Developing and Improving Peer Mentoring and Advising Programs

P3. Creating a Blueprint for Your First Year of Advising and Beyond

P4. From Access to Achievement: Enhancing the Retention and Achievement of African-American Students in Higher Education

P5. Advisor Training Games-Persistence and the First Year

P6. Building Master Advisors

10:00 a.m.-12:00 p.m.

P7. Writing for the *NACADA Journal* (free)

P8. Staff Retreats: Building Bridges of Communication on Your Campus

P9. Architects of Interactive Advisement Tools

P10. Queer Eye for the Straight Advisor: Building Bridges to Gay, Lesbian, Bisexual, and Transgendered Students

P11. Working through the Fears of Violence on Campus: Responsibility Versus Response-Ability.

P12. Developmental Faculty Advising: Constructing a Meaningful Program of Assessment, Training and Reward for Faculty Advisors

P13. You Can't Have My Marble

1:00-3:00 p.m.

P14. Advisor Training as Easy as 1, 2, 3—Using NACADA Resources (free)

P15. Basic Communication Skills for the Academic Advisor: Using the Microskills to Maximize the Advising Relationship

P16. Laying Down the Law: First Attempts by the U.S. Government to Regulate Transfer Practices

1:00-2:00 p.m.

P17. Using the CAS Standards for Assessment and Self-Evaluation (free)

3:15-5:15 p.m.

P18. Using Learning Theories to Guide the Design of Web-Based Materials

P19. Focus on the Family: Working Collaboratively at Small Colleges toward Student Success

P20. Collaborative Mentoring Program: Bridging the Gap between High School and University

3:15-4:15 p.m.

P21. Orientation for New Attendees: Wednesday (free)

1:00-4:00 p.m.

P22. Conducting Advising Research and Constructing a NACADA Research Grant Proposal (free)

P23. StrengthsQuest: Focusing on Strengths to Transform Student Success

1:00-5:00 p.m.

P24. Modes and Models in Designing and Implementing a Successful Advising Program

P25. Career Development Strategies for Academic Advisors & Administrators (free)

P26. Advisors: Assessing Our Institutional Worth

P27. Building Bridges with Each Other: Sharing Advising Ideas, Materials and Techniques

P28. Career Development Synergy for Students: The Process, the Application

P29. Creating Interactive Advisor Training Materials: An Interactive Workshop

P30. An Innovative Model for Effective Professional Development of Faculty Advisors

THURSDAY, OCTOBER 7

8:45-9:45 a.m.

P31. Orientation for New Attendees: Thursday (repeat of Wednesday session)

SATURDAY, OCTOBER 9

1:00 p.m.-3:00 p.m.

P32. Legal Self Defense for the Academic Advisor

1:00 p.m.-5:00 p.m.

P33. Building Outcomes for Your Advising Assessment: Developing and Measuring Outcomes Now to Enhance Advising in the Future

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 (\$55) cover either 9/1/04–8/31/05 OR 3/1/04–2/28/05. 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 2004–2005 Fee is available only to individuals who have already paid their 3/1/04–2/28/05 OR 9/1/04–8/31/05 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. Individuals employed by member *institutions* must be *individual* members of NACADA to be eligible for the “member rate” for the 2004 National Conference.

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

1 Registration NACADA 2004 Nat'l Conference

Early registration deadline is **September 17, 2004**. 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

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

2 Pre-conference & Post-conference Workshops (additional fees apply)

Please check the times—do not register for overlapping workshops.

Wednesday, October 6

All-day Seminar	Afternoon Sessions	
<p>9:00 am–3:00 pm</p> <p><input type="checkbox"/> P1 \$ 80 (lunch included)</p>	<p>1:00–3:00 pm</p> <p><input type="checkbox"/> P14 FREE</p> <p><input type="checkbox"/> P15 \$ 35</p> <p><input type="checkbox"/> P16 \$ 35</p> <p><input type="checkbox"/> P17 FREE (1:00–2:00 pm)</p>	<p>3:15–5:15 pm</p> <p><input type="checkbox"/> P18 \$ 35</p> <p><input type="checkbox"/> P19 \$ 35</p> <p><input type="checkbox"/> P20 \$ 35</p> <p><input type="checkbox"/> P21 FREE (3:15–4:15 pm)</p>
Morning Sessions		
<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>10:00 am–12:00 pm</p> <p><input type="checkbox"/> P7 FREE</p> <p><input type="checkbox"/> P8 \$ 35</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 \$ 35</p> <p><input type="checkbox"/> P13 \$ 35</p>	<p>1:00–4:00 pm</p> <p><input type="checkbox"/> P22 FREE</p> <p><input type="checkbox"/> P23 \$ 35</p>	<p>1:00–5:00 pm</p> <p><input type="checkbox"/> P24 \$ 35</p> <p><input type="checkbox"/> P25 FREE</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> <p><input type="checkbox"/> P30 \$ 35</p>

Thursday, October 7

8:45–9:45 am

P31 FREE (repeat of P21)

Saturday, October 9 (Post-conference)

<p>1:00–3:00 pm</p> <p><input type="checkbox"/> P32 \$ 35</p>	<p>1:00–5:00 pm</p> <p><input type="checkbox"/> P33 \$ 35</p>
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3 Computer Software Users Review

Wednesday 4:00–5:00 pm, free. See page 4.

DARS Datatel PeopleSoft SCT/Banner DegreeWorks

Office Use Only	
Initials: _____	Date: _____
Check # _____	Deposit #: _____

4 Registration Fees (choose one)

(See previous page for fee explanations)

	Received On/Before 9/17	Received After 9/17
<p>• NACADA Combo <input type="checkbox"/> \$310 <input type="checkbox"/> \$365</p> <p><i>(includes 1 year membership)</i> <i>Submit membership application if using this fee</i></p>		
<p>• Member of NACADA: <input type="checkbox"/> \$255 <input type="checkbox"/> \$310</p> <p><i>(2004–2005 dues already paid)</i></p>		
<p>• Non-member of NACADA <input type="checkbox"/> \$345 <input type="checkbox"/> \$400</p>		
<p>• Student: not full-time employee <input type="checkbox"/> \$150 <input type="checkbox"/> \$160</p>		
<p>• One-day Fee: NACADA Member <input type="checkbox"/> \$155 <input type="checkbox"/> \$165</p> <p>Circle date: OCT. 7 8 9</p>		
<p>• One-day Fee: Non-Member <input type="checkbox"/> \$210 <input type="checkbox"/> \$230</p> <p>Circle date: OCT. 7 8 9</p>		

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 1 reception, 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 9/1/04 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. 17th, 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. 3, refund of conference fees, less \$50, will be made with a written request. Membership not refundable. After Sept. 3, 50% refunded with written request. No refund if requested after October 1st. Expanded refund policy on prior page.

2004 National Conference: Membership Application
New or Renewing Members Using NACADA Combo Fee

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"/> Native American | <input type="checkbox"/> Male | <input type="checkbox"/> 22-30 |
| <input type="checkbox"/> Hispanic/Latino | | <input type="checkbox"/> 31-40 |
| <input type="checkbox"/> Asian American | | <input type="checkbox"/> 41-50 |
| <input type="checkbox"/> European American/White | | <input type="checkbox"/> 51-60 |
| <input type="checkbox"/> Other | | <input type="checkbox"/> 61-70 |
| | | <input type="checkbox"/> Over 70 |

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

- C05 Advising Administration
- C01 Advising Adult Learners
- C11 Advising Business Majors
- C22 Advising Education 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
- C32 Assessment of Advising
- C21 Engineering & Science Advisors
- C26 ESL/International Student Advising
- 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)

- C33 Advising Fine Arts Students
- C28 Advising High Achieving Students
- C35 Canada
- C23 Distance Education 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
- C37 Peer Advising & Mentoring
- C34 Pre-Law Advising
- C25 Probation/Dismissal/Reinstatement Issues
- C38 Study Abroad Advising
- 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 |

