

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, 2005.

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 1, 2005. After this date, 50% will be refunded with written notification. No refund requests can be granted after September 30, 2005. 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 26.

WEDNESDAY, OCTOBER 5-7

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

P1. Academic Advising Administrators' Seminar

9:00 am–12:00 pm

P2. Employee Evaluations: How to Make the Gamble a Safe Bet

P3. The Advisors' Spa—Rejuvenate Your Mind, Body, and Spirit

P4. Advisor Training as Easy as 1, 2, 3

P5. A Winning Pair: Integrating Academic Advising and Career Development

P6. Conducting Academic Advising Research and Writing a NACADA Research Grant Proposal

P7. Beating the Odds: Successful Strategies for Researching Advising Literature

P8. Developing Faculty Advisors: Creating an Effective Intersection of Training, Assessment & Reward

P9. Laying Down the Law II: Timely Information for Transfer Student Advisors

P10. Producing a Comprehensive Faculty Academic Advising Handbook

10:00 am–12:00 pm

P11. What Works in Student Retention

P12. Staff Retreats: Working Together to Hit the Jackpot

P13. BARNGA: A Simulation of Cultural Clashes

P14. A Program for Advising Undecided/Exploratory Students in Transition

1:00–3:00 pm

P15. Programs, Problems & Protocol: Help for a New Advisor

P16. Writing for the *NACADA Journal*

P17. ATLAS: Achieving Through Learning and Searching

P18. Learning Reconsidered: A Campus-Wide Focus on the Student Experience

3:15–5:15 pm

P19. The Financial Worth of Advising: Assessing Your Worth to Your Institution

P20. Cultivating Scholarship in Academic Advising

P21. Using a Dynamic E-Learning Technology Tool to Provide Advisement Resources and Improve Communications to Ensure Academic Success for Students

P22. Advising Portfolios: Incorporating CAS Standards

3:15–4:15 pm

P23. Orientation for First-Time Attendees and New NACADA Members

1:00–4:00 pm

P24. Creating a Blueprint for Your First Year of Advising and Beyond

P25. Activate Your Advisor Training Program!

P26. Using New Technologies to Improve Your Academic Advising Services

P27. How to Establish a Mentoring Program

P28. Breaking the Ice—Theory, Practice, Fun

P29. An Inner Journey: The Skin I'm In

P30. Creating an Effective Advising Program

1:00–5:00 pm

P31. The Assessment Cycle—Identifying what to Assess, Developing Tools, and Implementing Change

P32. Designing and Implementing Faculty and Professional Learning Communities: Enhancing Advising, Teaching, and Learning

P33. Legal Issues With Levity

THURSDAY, OCTOBER 6-7

8:45–9:45 am

P34. Orientation for First-Time Attendees and New NACADA Members

SATURDAY, OCTOBER 8-7

1:00–3:00 pm

P35. Comprehensive Advisor Development: It Will Not Happen by Chance

1:00–4:00 pm

P36. Legal Self Defense for the Academic Advisor

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 9/1/05–8/31/06 OR 3/1/05–2/28/06. 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 2005–2006 Fee is available *only* to individuals who have already paid their 3/1/05–2/28/06 OR 9/1/05–8/31/06 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 2005 National Conference.

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

1 Registration NACADA 2005 Nat'l Conference

Early registration deadline is **September 16, 2005**. 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 5

All-day Seminar	Afternoon Sessions	
<p>9:00 am–3:00 pm</p> <p><input type="checkbox"/> P1 \$ 85 (lunch included)</p> <p style="background-color: #0056b3; color: white; padding: 2px;">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><input type="checkbox"/> P9 \$ 35</p> <p><input type="checkbox"/> P10 \$ 35</p> <p>10:00 am–12:00 pm</p> <p><input type="checkbox"/> P11 \$ 35</p> <p><input type="checkbox"/> P12 \$ 35</p> <p><input type="checkbox"/> P13 \$ 35</p> <p><input type="checkbox"/> P14 \$ 35</p>	<p>1:00–3:00 pm</p> <p><input type="checkbox"/> P15 \$ 35</p> <p><input type="checkbox"/> P16 \$ 35</p> <p><input type="checkbox"/> P17 \$ 35</p> <p><input type="checkbox"/> P18 \$ 35</p> <p>1:00–4:00 pm</p> <p><input type="checkbox"/> P24 \$ 35</p> <p><input type="checkbox"/> P25 \$ 35</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>	<p>3:15–5:15 pm</p> <p><input type="checkbox"/> P19 \$ 35</p> <p><input type="checkbox"/> P20 \$ 35</p> <p><input type="checkbox"/> P21 \$ 35</p> <p><input type="checkbox"/> P22 \$ 35</p> <p><input type="checkbox"/> P23 FREE (3:15–4:15 pm)</p> <p>1:00–5:00 pm</p> <p><input type="checkbox"/> P31 \$ 35</p> <p><input type="checkbox"/> P32 \$ 35</p> <p><input type="checkbox"/> P33 \$ 35</p>

Thursday, October 6

8:45–9:45 am

P34 FREE (repeat of P23)

Saturday, October 8 (Post-conference)

1:00–3:00 pm **1:00–4:00 pm**

P35 \$ 35 P36 \$ 35

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

3 Registration Fees (choose one)

(See previous page for fee explanations)

	Received On/Before 9/16	Received After 9/16
<p>• NACADA Combo <input type="checkbox"/> \$320 <input type="checkbox"/> \$375</p> <p><i>(includes 1 year membership)</i></p> <p><i>Submit membership information if using this fee</i></p>		
<p>• Member of NACADA: <input type="checkbox"/> \$265 <input type="checkbox"/> \$320</p> <p><i>(2005–2006 dues already paid)</i></p>		
<p>• Non-member of NACADA <input type="checkbox"/> \$355 <input type="checkbox"/> \$410</p>		
<p>• Student: not full-time employee <input type="checkbox"/> \$160 <input type="checkbox"/> \$170</p>		
<p>• One-day Fee: NACADA Member <input type="checkbox"/> \$165 <input type="checkbox"/> \$175</p> <p>Circle date: OCT. 6 7 8</p>		
<p>• One-day Fee: Non-Member <input type="checkbox"/> \$220 <input type="checkbox"/> \$240</p> <p>Circle date: OCT. 6 7 8</p>		

4 Registration Fee Summary—please total:

Conference Registration Fee	\$ _____
Pre/Post-conference 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 9/1/05 if you need services or accommodations to participate in the conference.

5 Method of Payment (choose one):

(Checks payable to NACADA)

Personal Check # _____

Institutional Check # _____

Agency Purchase Order # _____

Attach APO form, or send copy by Sept. 16th, if not available now.

VISA MASTERCARD AMERICAN EXPRESS

Card # _____

Exp Date ____ / ____

Print Cardholder's Name Cardholder's signature

6 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 September 30th. Full refund policy on prior page.

MEMBERSHIP INFORMATION

Complete the information below
ONLY if you chose the NACADA Combo registration fee
 for the 2005 National Conference

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: | 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 | | | |
| <input type="checkbox"/> Other (please specify) | | | |

You may choose a total of any four (4) of these specific advising areas:

*Refer to 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 Advising Undecided and Exploratory
- C14 Technology in Advising
- C15 Faculty Advisors
- C16 Advising Students with Disabilities
- C17 Advisor Development
- C18 Lesbian, Gay, Bisexual Transgendered & Allies Concerns
- C19 Advising Transfer Students
- C21 Engineering & Science Advisors
- C22 Advising Education Majors
- C26 ESL/International Student Advising
- C30 Liberal Arts Advising
- C32 Assessment of Advising

*INTEREST GROUPS:

- C20 Health Professions Advising
- C23 Distance Education Advising
- C24 High School Counselor/College Academic Advisor Connection
- C25 Probation/Dismissal/Reinstatement Issues
- C27 Theory and Philosophy of Advising
- 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
- C37 Peer Advising & Mentoring
- C38 Study Abroad Advising
- C39 Advising Urban Affairs Majors

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 |

YEARS ADVISING: How long have you been advising?

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