

Important Registration Information/Policies

Register early – payment must be received by the conference date. If payment is by Purchase Order (APO), please include a copy with registration form. Please fax NACADA a copy of the conference registration before you give the registration form to your institution's Business Office for processing. An APO number without the actual form will not suffice. If the APO is not available when submitting registration form, please call the Executive Office at 785-532-5717 to provide a status of the APO issue. This is for your protection – many registrations are delayed for weeks at the institution and do not arrive in our office until after the opening date of the conference. Be sure to send us an actual copy of the Agency Purchase Order (APO) as soon as it is available. NACADA's Federal Employer ID number (FEIN) is 48-1114759.

Registrations and/or payments received on/after October 2nd will need to register onsite. Registrations and payments will not be processed at the Executive Office, or accepted online after October 2nd. Registrations on site must be paid or guaranteed with an actual purchase order or credit card.

Payment not received by the conference date – payment must be made before receiving conference materials onsite. Cash, check, or credit card authorization will be accepted. Credit cards will be processed if other payment has not been received by October 20, 2015.

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

Refund policy – Membership dues are not refundable. To receive a refund of conference fees, less a \$50 processing fee, send a written request to the Executive Office by August 15, 2015. After this date, 50% will be refunded with written notification until September 10th. No refund requests can be granted after September 10, 2015. Refund checks will be issued after the conference.

Registrants who fail to cancel their registrations through the executive office, in writing, will be responsible for the total conference registration fee even if they do not attend the conference and have not paid the registration fee.

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.

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 nacada@ksu.edu, specifying this conference.

Registration Fees Explanation

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

Membership: Take advantage of the Member rate by becoming a NACADA member at this time. Fill out the attached membership form or go online to www.nacada.ksu.edu/Member-Services/Become-a-Member.aspx. The membership fee and registration fee will show up as separate charges on your credit card. You MUST be a member when this form is received and processed or the non-member fee will be assessed.

Member of NACADA Fee is available only to individuals with a current membership at time of registration. NACADA membership dues were paid prior to registering for the conference or by completing the attached membership form. Individuals employed by member institutions must be individual members of NACADA to be eligible for the "member rate" for the 2015 Annual Conference.

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

Preconference Workshops

Use this list to register for Preconference Workshops on the next page (additional fees apply). Full descriptions of each workshop may be found at www.nacada.ksu.edu/Events-Programs/Events/Annual-Conference/Preconference-Workshops.aspx

Sunday, October 4, 2015

9:00 a.m.-3:00 p.m. \$115.00

P1 Academic Advising Administration and Leadership Seminar

9:00 a.m.-12:00 p.m. \$60.00

P2 Developing Advising Models that Support Our Missions

P3 Designing Advising for Second-Year Students

P4 Developing a Rubric To Assess Learning in Academic Advising

P5 What Happens Stays with Advisors: Raising Compassion Satisfaction in Advising

P6 Wobbly Wobbly Timey Wimey Surveys

P7 What Happens in a Staff Meeting Can be Fantastic!

P8 Dealt a Bad Hand: An Academic Advisor's Guide to Supporting Undocumented Youth in Higher Education

P9 An Introduction to the Foundations of Academic Advising

10:00 a.m.-12:00 p.m. \$40.00

P10 The Early & Often of Student Engagement: Using Adlerian Psychology to Focus Students' Academic Goals

P11 Higher Education Change & the Culture of Assessment: Strategies for Conducting an Advising Program Review

P12 First-Generation College Students-Practice & Research of Successful Retention Strategies

1:00-2:00 p.m. FREE

P13 First Time Attendee - Making the Most of the Annual Conference (Repeated in P26)

P14 New Member Orientation: Welcome to the NACADA Global Community! (Repeated in P27)

1:00-3:00 p.m. \$40.00

P15 Choosing a Path: Writing your Personal Research Agenda

P16 Supporting Decentralized Academic Advising Model Through Centralized Data Driven Intervention Programs

P17 Hedging Your Bet: An Economic Strategy to Assess Your Program

P18 Constructing an Effective Academic Advising Handbook/Website

1:00-4:00 p.m. \$60.00

P19 Creating a Peer Advising / Mentoring Program 101: Strategies for Developing a Winning Hand

P20 Creating an Advising Curriculum - What Should Students Learn?

P21 What's Next? Career & Life Exploration for Experienced Advisors

1:00-5:00 p.m. \$60.00

P22 NACADA Research Symposium: An Action Plan for Scholarly Inquiry in Advising

P23 The Many Faces of Transfer: Trends, Policies and Advising Best Practices

P24 Motivational Interviewing: Theory, Techniques, & Tools To Retain Academically At-Risk Students

P25 A Primer on the Assessment of Academic Advising

3:15-4:15 p.m. FREE

P26 First Time Attendee - Making the Most of the Annual Conference (Repeat of P13)

P27 New Member Orientation: Welcome to the NACADA Global Community! (Repeat of P14)

3:15-5:15 p.m. \$40.00

P28 The Power of the Academic Advisors Words

P29 The Career Option Obsession: Getting Over the Destination Expectation

1

Registration NACADA 2015 Annual Conference October 4-7 - Las Vegas, Nevada

Early registration deadline is September 2, 2015. We encourage registrations by FAX or online after this date. Fill in the blanks below.

Last Name _____ First Name _____ MI _____

Badge Name (if different) _____

Title _____

Institution _____

Address _____

Address _____

City _____ State _____ Zip Code _____

Country _____ Work Phone _____ Emerg Phone _____

Email _____ FAX _____

2

Preconference Workshops (additional fees apply)

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

Sunday, October 4, 2015

Morning Session - 9:00 a.m. - 3:00 p.m.

P1 \$115

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

P2 \$60 P3 \$60 P4 \$60 P5 \$60 P6 \$60

P7 \$60 P8 \$60 P9 \$60

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

P10 \$40 P11 \$40 P12 \$40

Afternoon Session - 1:00 - 2:00 p.m.

P13 FREE (same as P26) P14 FREE (same as P27)

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

P15 \$40 P16 \$40 P17 \$40 P18 \$40

Afternoon Session - 1:00 - 4:00 p.m.

P19 \$60 P20 \$60 P21 \$60

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

P22 \$60 P23 \$60 P24 \$60 P25 \$60

Afternoon Session - 3:15 - 4:15 p.m.

P26 FREE (same as P13) P27 FREE (same as P14)

Afternoon Session - 3:15 - 5:15 p.m.

P28 \$40 P29 \$40

5 **Method of Payment (choose one):** Checks must be on a U.S. bank in U.S. dollars payable to NACADA. A \$35 service fee for returned checks applies.

Check in U.S. dollars or International Money Order (payable to NACADA): # _____

Agency Purchase Order # _____ A PO **MUST** be attached.

International Wire Transfer Call 785-532-5717 or email nacada@ksu.edu for wire instructions. NACADA assesses a \$15 handling fee for each international wire. All wire transfer fees are the responsibility of the participant.

Credit Card _____ Cardholder Name _____ Cardholder Signature _____

Card # _____ Exp _____ CVV: _____

3

Registration Fees (choose one)

(see previous page for fee explanation)

On or Before 9/2/15 After 9/2/15

Member of NACADA (membership current at this time) \$385 \$440

Non-Member of NACADA \$555 \$610

Student (not full-time employee) \$265 \$280

One-day Fee: NACADA Member \$270 \$280

Select One: Oct. 5 Oct. 6 Oct. 7

One-day Fee: Non-Member \$360 \$375

Select One: Oct. 5 Oct. 6 Oct. 7

4

Registration Fee Summary - please total:

Conference Registration Fee _____

Preconference Workshops (optional) _____

Total Due _____

I certify that I will secure payment for the total amount due. Fees include 1 reception and 3 continental breakfasts (excluding 1-day fees) NACADA Federal Employer ID Number (FEIN) #48-1114759

Services/Accommodations for attendees with disabilities:

Contact the Executive office by 8/01/15 if you need services or accommodations to participate in the conference.

Refund Policy: No refund if requested after **Sept. 10th**. *No Shows who fail to cancel their registration through the Executive Office and have not paid the registration fee will be billed for the total conference amount.* Full refund policy is printed on the NACADA web page.

6

Send NACADA a copy of this conference registration form

when giving it to your institution's Business Office - this will ensure your receipt of additional conference information in a timely manner.

To register by Mail:

NACADA Registration
2323 Anderson Ave., Ste. 225
Manhattan, KS 66502-2912

To register by FAX:

785/532-7732

Questions: Phone: 785/532-5717 Email: nacada@ksu.edu

Office Use Only:

Initials: _____

Date: _____

Ck #/Amt: _____

Deposit #: _____



MEMBERSHIP INFORMATION

NAT'L 2015

Complete the information below **if you are joining or renewing at this time and enclose payment.** You may prefer to join online at: nacada.ksu.edu

Last Name _____ First Name _____ M.I. _____

Institution _____ Email: _____

ROLE

DEMOGRAPHIC INFORMATION

YEARS ADVISING

- Faculty Advisor
- Academic Advisor
- Academic Counselor
- Advising Administrator
- Licensed Counselor
- Non-Institutional
- Student
- Other

- Ethnic Background**
- Amerindian/First Nations
 - Asian
 - Black (non-Hispanic)
 - Latino/Hispanic
 - Multi-ethnic
 - White (non-Hispanic)
 - Other

- Gender**
- Female
 - Male
 - Transgender

- < 3 years
- 3-5 years
- 6-10 years
- 11-15 years
- > 15 years
- N/A

Birth Year:

Periodically NACADA distributes mailing lists to other educational entities. To be excluded, check box.

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

Administration of Advising

- CIG101 Advising Administration (C)
- CIG102 Advisor Training & Development (C)
- CIG103 Assessment of Advising (C)
- CIG104 Ethics & Legal Issues in Advising (IG)

Advising in Academic Programs I

- CIG201 Advising Business Majors (C)
- CIG202 Advising Education Majors (C)
- CIG203 Advising Fine Arts Students (IG)
- CIG204 Advising Graduate & Professional Students (C)
- CIG205 Doctoral Students (IG)

Advising in Academic Programs II

- CIG301 STEM Advising (C)
- CIG302 Health Professions Advising (IG)
- CIG303 Liberal Arts Advisors (C)
- CIG304 Pre-Law Advising (IG)

Advising Specific Populations I

- CIG401 Advising Adult Learners (C)
- CIG402 Advising First-Year Students (IG)
- CIG403 Advising Second-Year Students (IG)
- CIG404 Advising High Achieving Students (C)
- CIG405 Advising Student Athletes (C)

Advising Specific Populations II

- CIG501 Advising Students with Disabilities (C)
- CIG502 Advising Transfer Students (C)
- CIG503 Advising Veterans, Military Students & Family Members (IG)
- CIG504 Global Engagement Commission (C)
- CIG505 First-Generation College Student Advising (IG)

Advising Specific Populations III

- CIG601 High School to College Advising (IG)
- CIG602 LGBTQA Advising and Advocacy (C)
- CIG603 Multicultural Concerns (C)
- CIG604 Probation/Dismissal/Reinstatement Issues (IG)
- CIG605 Undecided & Exploratory Students (CUES) (C)

Institutional Type

- CIG701 Advising at Historically Black Colleges & Universities (IG)
- CIG702 Canada (IG)
- CIG703 Large Universities (IG)
- CIG704 Native American & Tribal College (IG)
- CIG705 Small Colleges & Universities (C)
- CIG706 Two-Year Colleges (C)

Theory, Practice and Delivery of Advising I

- CIG801 Advising & Academic Coaching (IG)
- CIG802 Appreciative Advising (IG)
- CIG804 Faculty Advising (C)
- CIG806 Peer Advising & Mentoring (C)
- CIG808 Theory & Philosophy of Advising (C)

Theory, Practice and Delivery of Advising II

- CIG901 Career Advising (Potential IG)
- CIG902 Distance Education Advising (C)
- CIG903 New Advising Professionals (IG)
- CIG904 Technology in Advising (C)

Join or Renew Your Membership

- \$20 Student Member**
 \$30 Retiree Member (Retired but active in advising field)
 \$65 General Member (Employed by an accredited institution)
 \$85 Associate Member (Not employed by an accredited institution)

Credit Card Details Below:

Method of Payment (choose one):

\$150 Institutional Member

Check (payable to NACADA): # *Returned check fee is \$35*

Credit Card (choose one): Visa Master Card American Express Discover

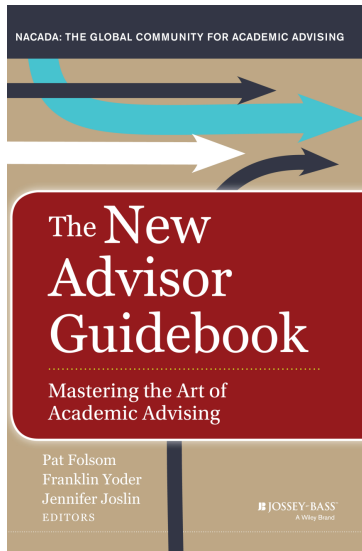
Expiration Date: Name on card (print):

Card number: CVV#:

**SUBMIT WITH YOUR
REGISTRATION
FORM FOR 2015
ANNUAL
CONFERENCE**



**The New Advisor Guidebook:
Mastering the Art of Academic Advising
Pre-order Form**



Of the major factors that increase student completion, academic advising is the only one under an institution’s control. Thus, it is essential that advisors provide smart, realistic advice to the students.

The New Advisor Guidebook serves as an introduction to what advisors must know in order to do their jobs effectively. The book clearly identifies the knowledge and skills advisors must master and presents frameworks for creating self-development plans. Chapters focus on foundational content: the basic terms, concepts, information, and skills advisors must learn and build upon over the length of their careers. Included are strategies, questions, guidelines, examples, and case studies that provide advisors with the tools needed to apply the book’s content to their work with students.

Pre-order or purchase your copy of **The New Advisor Guidebook** at the 2015 NACADA Annual Conference in Las Vegas to have the authors autograph your book. The author signing is **Tuesday, October 6, from 7:30 – 8:30 a.m.** near the breakfast area.

NACADA Member Cost: \$50/copy

Shipping: \$9/copy

COMPLETE AND FAX THIS FORM TO 785/532-7732 OR MAIL TO NACADA, 2323 ANDERSON AVENUE, SUITE 225, MANHATTAN, KS 66502.

Name _____

Institution _____

Address _____

City _____ State _____ Zip Code _____ Country _____

I will pick up my copy at the 2015 Annual Conference in Las Vegas, NV

Please ship my copy to me (additional charge of \$9 per book)

Quantity _____ [\$50/copy – add \$9/copy if you want us to ship your book(s)]

Payment:

- Check Enclosed
- Purchase order faxed to 785/532-7732
- Credit Card (Visa, MasterCard, American Express, Discover)

For Office Use Only
Initials
Date
Ck#/Amt
Batch #

Cardholder’s Name _____ (please print)

Cardholder’s Signature _____

Credit Card # _____ Expiration Date _____