

## 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 and send a copy as soon as it is available. NACADA’s Federal Employer ID number (FEIN) 48-1114759

**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 August 1, 2017.

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

**Cancellation and Refund policy** – No refunds will be issued for this event. Paid registrations may be transferred to another individual if you notify NACADA in advance. All requests must be in writing and mailed or emailed to) to NACADA.

**Questions** regarding the conference, your membership status, or NACADA can be directed to the Executive Office via email to [nacada@ksu.edu](mailto:nacada@ksu.edu), phone (785) 532-5717, or fax (785) 532-7732.

## Registration Fees Explanation

**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](http://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.

**NACADA Member 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.

**Non-member registrants** acknowledge that no reimbursement for lost discount(s) will be made, even if membership status changes.

## 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](http://www.nacada.ksu.edu)

### Monday, July 10, 2017

#### 12:30 – 2:30 p.m. \$10

P1 Are University Students Adults? Utilising the Theory of Emerging Adulthood to Enhance and Promote Student Success

P2 Mindfulness in Academic Advising for Student (and Advisor) Success

P3 Motivating the Unmotivated Students: What’s Your Locus of Control?

P4 Strength-based Coaching - **CANCELLED**

P5 The Appreciative Manager: Using Appreciative Advising to Foster Team Culture

#### 3:00 – 5:00 p.m. \$10

P6 Advocating for Academic Advising: Approaches for Meaningful Campus Wide Change

P7 Communication Skills for Academic Advisors: Strategies to Help Effectively Support Students

P8 Connected: Transforming Advising and Student Success while Leading Institutional Change

P9 How to Include Coaching Conversations in Academic Advising Sessions

P10 Major and a Mission: Mapping Academic Choices with Purpose and Passion

P11 Obsessive Compulsive Disorder-Stumbling or Building Block to Academic Success? The Future of Connecting with and Advising Students with OCD in the Office and Classroom



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Nickname: \_\_\_\_\_ Job Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/County/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Business Phone: \_\_\_\_\_

| NACADA Registration Fee<br>(check the box that applies)              | Cost in US Dollars<br>On or Before June 15 | Cost in US Dollars<br>After June 15 |
|--|--|-------------------------------------|
| Current Member<br>*Doesn't include membership fee                    | \$410                                      | \$510                               |
| Non-Member   | \$580                                      | \$680                               |
| One-day Fee NACADA Member<br>Select One: July 11 July 12 July 13     | \$205                                      | \$250                               |
| One-day Fee NACADA Non-Member<br>Select One: July 11 July 12 July 13 | \$305                                      | \$350                               |
| <b>Conference Registration Fee:</b>                                  |  |                                     |
| <b>Preconference Workshop (Optional):</b>                            |  |                                     |
| <b>Total Due:</b>  |  |                                     |

Fee includes: 1 Afternoon Tea Event, 2 Lunches, and Conference Dinner.

**Check if attending the Conference Dinner Wednesday, July 12 6:30-9:00 p.m.**

**Chatsworth Tour – Thursday, July 13, 2017 from 1:00-6:00 p.m.**

- £50 or \$65 US dollars per person.
- Guests are welcome for the same price.
- Ticket price includes entry to the garden, guided tour of the house, and travel to and from the venue.
- Sack lunch provided.

Quantity \_\_\_\_\_ Total Due: \_\_\_\_\_

**Payment Information – pay in U.S. Dollars from a U.S. Bank – Thank You**

Method of Payment (choose one):

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

Agency Purchase Order (PO): # \_\_\_\_\_ \* A PO MUST be attached

International Wire Transfer: \*See page 3 for instructions. NACADA assesses a \$15 handling fee for each international wire. All wire transfer fees are the responsibility of the participant.

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

Cardholders Signature Required: \_\_\_\_\_

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

Name on card (print): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Do Not Use This Form After July 1, 2017.

\*You must register online at: [www.nacada.ksu.edu](http://www.nacada.ksu.edu)

Preconference Workshops

(additional fees apply)

Please check the times – do not register for overlapping workshops. Titles of each workshop appear on page 1.

**Monday, July 10, 2017**

12:30 – 2:30 p.m.

- P1 \$10
- P2 \$10
- P3 \$10
- P4 \$10 - **CANCELLED**
- P5 \$10

3:00 – 5:00 p.m.

- P6 \$10
- P7 \$10
- P8 \$10
- P9 \$10
- P10 \$10
- P11 \$10

**Want Member Discounts?**

*If you register as a Non-Member, you acknowledge that no reimbursement for lost discounts will be made, even if membership status changes.*

**To receive Member Discounts:**

1. Fill out membership form on the bottom of page 2 and attach payment  
**OR**
2. Join on-line at [www.nacada.ksu.edu](http://www.nacada.ksu.edu)

**Questions & Information**

Website: [www.nacada.ksu.edu](http://www.nacada.ksu.edu)

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

Phone: (785) 532-5717

*Registration in this event authorizes NACADA to include you in event photos to be shared with the group or in promotional materials in the future.*

**For Office Use Only**

|               |
|---------------|
| Initials      |
| Date          |
| Ck #/Amount   |
| Deposit #     |
| <b>Notes:</b> |



## MEMBERSHIP INFORMATION

To join or renew membership at this time (and receive member discounts) you may:  
 Apply online for immediate confirmation of your membership status at [www.nacada.ksu.edu](http://www.nacada.ksu.edu) OR  
 Attach this form with a check (mail) or credit card (fax or call).

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Institution: \_\_\_\_\_ Email: \_\_\_\_\_

| Role                    | Demographic Information   | Years Advising |
|-------------------------|---------------------------|----------------|
| Faculty Advisor         | <b>Ethnic Background:</b> | < 3 years      |
| Academic Advisor        | American/First Nations    | 3-5 years      |
| Academic Counselor      | Asian                     | 6-10 years     |
| Advising Administration | Black (non-Hispanic)      | 11-15 years    |
| Licensed Counselor      | Latino/Hispanic           | >15 years      |
| Non-Institutional       | Multi-ethnic              | N/A            |
| Student                 | White (non-Hispanic)      |                |
| Other                   | Other                     |                |
| Prefer Not to Answer    | Prefer Not To Answer      |                |
|                         | Gender:                   |                |
|                         | Female                    |                |
|                         | Male                      |                |
|                         | Transgendered             |                |
|                         | Prefer Not To Answer      |                |
|                         | Birth Year: _____         |                |

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

### 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

#### 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 (C)
- CIG204 Advising Graduate & Professional Students (IG)
- 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 (C)
- CIG505 First-Generation College Student Advising (IG)

\*C = Commission IG = Interest Group

#### Advising Specific Populations III

- CIG601 High School to College Advising (IG)
- CIG602 Commission for 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 (IG)
- CIG902 Distance Education Advising (C)
- CIG903 New Advising Professionals (IG)
- CIG904 Technology in Advising (C)

NACADA and Kansas State University are committed to nondiscrimination. Contact the Director of Affirmative Action, KSU, 214 Anderson Hall, Manhattan, KS 66506. NACADA may provide directory information on members. To withhold your information, email a request to [nacada@ksu.edu](mailto:nacada@ksu.edu)

## Join or Renew Your Membership

### \$65 General Member

(Employed by an accredited institution)

### \$85 Associate Member

(Not employed by an accredited institution)

### \$150 Institutional Member

### \$20 Student Member

#### Method of Payment (choose one):

Check (payable to NACADA):

Credit Card (choose one):

Payment must accompany form

# \_\_\_\_\_ Returned check fee is \$35

Visa    Master Card    American Express    Discover

Signature for Credit Card below: \_\_\_\_\_

Name on card (print): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV Number: \_\_\_\_\_

| For Office Use Only |
|---------------------|
| Initials            |
| Date                |
| Ck #/Amount         |
| Deposit #           |
| Notes:              |

NACADA FEIN number: 48-1114759

### **NACADA Information for Paying by International Wire Transfer**

- International attendees who cannot use a credit card, check or international money order may pay NACADA by international bank wire transfer. Please note: NACADA assesses a \$15 handling fee for each international wire transfer.
- All bank charges and wire transfer fees must be fully paid by the participant. Please check with your bank to ensure that all wire transfer fees are included in your payment before submitting. The net amount received must be equal to the total conference registration fees plus the handling fee due to NACADA.
- To initiate a wire transfer, you must first complete and submit the 2017 NACADA International Registration form for each registrant noting “international wire” in the payment section. Once received, we will contact you with a **reference number** and instructions for completing the wire transfer.