

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 September 20th will need to register onsite. Registrations and payments will not be processed at the Executive Office, or accepted online after September 20th. 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, 2014.

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, 2014. After this date, 50% will be refunded with written notification until September 10th. No refund requests can be granted after September 10, 2014. 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 2014 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

Wednesday, October 8, 2014

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 Creating and/or Restructuring An Effective Advising Program

P3 Creating an Advising Curriculum - What Should Students Learn?

P4 Retention in Action: Addressing the Needs of the 'Inner Student'

Using Collaborative Coaching Techniques

P5 Adventures in Faculty Advisor Training and Development

P6 Career Exploration for Exploring Students

P7 Dealing with Difference - Intercultural Competence

P8 Win Like the Seattle Seahawks: Mindfulness Practices for Peak Performance and Resonant Leadership

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

P9 An Introduction to the Foundations of Academic Advising

P10 They Didn't Teach this in Grad School: The A,B,C's of Dealing with Distressed Students

P11 Adventures in Assessment: Discovering How to Assess Your Advising Program

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

P12 Exploring Career Readiness to Transform Your Career Advising

P13 Motivational Interviewing in Advising

P14 Creating Your Academic Advising Career

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

P15 (Re-)Discovering Advising Skills: A Practicum Workshop

P16 The Ultimate Adventure: Developing an Advisor Training and Certification Program

P17 NACADA Research Symposium: An Action Plan for Scholarly Inquiry in Advising

P18 Academic Advising and Technology: Goals, Practice, and Assessment

P19 A Primer on the Assessment of Academic Advising

3:15-4:15 p.m. FREE (Repeated in C1)

P20 Orientation for First Time Attendees and New Members

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

P21 When Pressing Mute Says Volumes: An Advisors Guide to Nonverbal Communication

P22 Conducting a Legal Audit of Academic Advising Practices

P23 Constructing an Effective Academic Advising Handbook/Website

Thursday, October 9, 2014

10:15-11:15 a.m. FREE (Repeat of P20)

C1 Orientation for First Time Attendees and New Members

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Registration NACADA 2014 Annual Conference October 8-11 - Minneapolis, Minnesota

Early registration deadline is September 3, 2014. Registrations received after that date will be accepted by FAX or online only. 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 _____

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Preconference Workshops (additional fees apply)

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

Wednesday, October 8, 2014

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

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

P9 \$40 P10 \$40 P11 \$40

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

P12 \$60 P13 \$60 P14 \$60

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

P15 \$60 P16 \$60 P17 \$60 P18 \$60 P19 \$60

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

P20 FREE (same as C1 on Friday)

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

P21 \$40 P22 \$40 P23 \$40

Thursday, October 9, 2014

Morning Session - 10:15 a.m. - 11:15 a.m.

C1 FREE (repeat of P20)

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: _____

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Registration Fees (choose one)

(see previous page for fee explanation)

Registration Fee

Member of NACADA \$425

(membership current at this time)

Non-Member of NACADA \$595

Student \$265

(not full-time employee)

One-day Fee: NACADA Member \$265

Select One: Oct. 9 Oct. 10 Oct. 11

One-day Fee: Non-Member \$360

Select One: Oct. 9 Oct. 10 Oct. 11

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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 8/01/14 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.

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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 2014

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
 - Transgendered

- < 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)
- 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)
- CIG905 Retention & Persistence (PIG)

Join or Renew Your Membership

- \$20 Student Member** **\$150 Institutional Member** **\$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):

- \$30 Retiree Member** (Retired but active in the field of advising)

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 2014
ANNUAL
CONFERENCE**