

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 fax NACADA a copy of the conference registration first. 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. An APO number without the actual form will not suffice. NACADA's Federal Employer ID number (FEIN) is 48-1114759.

Registrations and/or payments received on/after October 12th will need to register on-site. Registrations and payments will not be processed at the Executive Office after October 12th. 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 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 9, 2007.

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 a \$50.00 processing fee, send a written request to the Executive office by September 14, 2007. After this date, 50% will be refunded with written notification until Oct. 12. No refund requests can be granted after October 12, 2007. 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. 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 Workshops—use this list to register for Pre-conference Workshops on the next page (additional fees apply). Full descriptions of each workshop begin on page 29.

THURSDAY, OCTOBER 18

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

P1. Academic Advising Administrators' Seminar

9:00 am–12:00 pm

P2. Conducting Research in Academic Advising

P3. Safe Zone Training

P4. Can Stinky Cheese and Melting Icebergs Offer a Safe Haven For Change? Using Theoretical Models to Embrace Change In Advising

P5. Effective Career Advising: Leverage Student Motivation to Enhance Advising Practice

P6. No Substitute for Evidence: Data-driven Decision Making in Academic Advising

P7. Legal Self Defense for the Academic Advisor

P8. Family and Higher Education: How Does Family Influence the College Experience?

P9. A Funny Thing Happened on the Way to Creating this Workshop

P10. Producing a Comprehensive Faculty Academic Advising Handbook

10:00 am–12:00 pm

P11. Grant Writing Workshop for Advising Projects

P12. Navigating the Advising Portfolio: Catch the Wind!

P13. Expanding Your Comfort Zone: Working with Diverse Students

1:00–3:00 pm

P14. Using the CAS Standards for Assessment and Self-Evaluation

P15. Want More in Life? It Starts From Within...

P16. The Economics of Advising: Determining Your Worth to Your Institution

3:15–4:15 pm

P17. Orientation for First-Time Attendees and New NACADA Members.

1:00–4:00 pm

P18. Peer Work: Developing and Improving Peer Mentoring and Advising Programs

P19. Creating an Effective Advising Program

P20. E-Mail is for Old People: Wikis, Blogs and Podcasts, Oh My

P21. Orientation for New Navigators: The Basics of Pre-Health Advising

P22. Advising the Unmotivated and/or At-Risk Student

P23. Creating a Blueprint for Your First Year of Advising and Beyond

P24. Developmental Faculty Advising: Integrating Faculty Development, Assessment and Reward

P25. Calling It Out: Underlying Themes in Advising Conversations

P26. Activate Your Advisor Training Program!

1:00–5:00 pm

P27. STOMP: On-line "Edu-tainment" Modules Focused on Student Learning Outcomes for Campus-Wide Advising Practice

P28. Strengths-Based Advisor Training

FRIDAY, OCTOBER 19

8:45–9:45 am

P29. Orientation for First-Time Attendees and New NACADA Members (repeat of P17)

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 9/1/07-8/31/08 or 3/1/07-2/28/08. 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 2007-2008 Fee is available *only* to individuals who have already paid their 3/1/07–2/28/08 OR 9/1/07–8/31/08 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 2007 Annual Conference.**

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

1 Registration NACADA 2007 Annual Conference

Early registration deadline is **September 22, 2007**. 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 Workshops (additional fees apply)

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

Thursday, October 18

All-day Seminar

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

P1 \$110

Morning Sessions

9:00 am–12:00 pm

- | | | |
|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> P2 \$ 60 | <input type="checkbox"/> P3 \$ 60 | <input type="checkbox"/> P4 \$ 60 |
| <input type="checkbox"/> P5 \$ 60 | <input type="checkbox"/> P6 \$ 60 | <input type="checkbox"/> P7 \$ 60 |
| <input type="checkbox"/> P8 \$ 60 | <input type="checkbox"/> P9 \$ 60 | <input type="checkbox"/> P10 \$ 60 |

10:00 am–12:00 pm

- | | | |
|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> P11 \$ 40 | <input type="checkbox"/> P12 \$ 40 | <input type="checkbox"/> P13 \$ 40 |
|------------------------------------|------------------------------------|------------------------------------|

Afternoon Sessions

1:00–3:00 pm

P14 \$ 40

3:15–5:15 pm

- | | | |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> P15 \$ 40 | <input type="checkbox"/> P16 \$ 40 | <input type="checkbox"/> P17 free (3:15–4:15) |
|------------------------------------|------------------------------------|---|

1:00–4:00 pm

- | | | |
|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> P18 \$ 60 | <input type="checkbox"/> P19 \$ 60 | <input type="checkbox"/> P20 \$ 60 |
| <input type="checkbox"/> P21 \$ 60 | <input type="checkbox"/> P22 \$ 60 | <input type="checkbox"/> P23 \$ 60 |
| <input type="checkbox"/> P24 \$ 60 | <input type="checkbox"/> P25 \$ 60 | <input type="checkbox"/> P26 \$ 60 |

1:00–5:00 pm

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> P27 \$ 60 | <input type="checkbox"/> P28 \$ 60 |
|------------------------------------|------------------------------------|

Friday, October 19

8:45–9:45 am

P29 FREE (repeat of P17)

Office Use Only

Initials: _____ Date: _____

Check # _____ Deposit #: _____

3 Registration Fees (choose one)

(See previous page for fee explanations)

	Received On/Before 9/22	Received After 9/22
• NACADA Combo <i>(includes 1 year membership)</i> <i>Submit membership information if using this fee</i>	<input type="checkbox"/> \$350	<input type="checkbox"/> \$405
• Member of NACADA: <i>(2007–2008 dues already paid)</i>	<input type="checkbox"/> \$295	<input type="checkbox"/> \$350
• Non-member of NACADA	<input type="checkbox"/> \$385	<input type="checkbox"/> \$440
• Student: not full-time employee	<input type="checkbox"/> \$180	<input type="checkbox"/> \$190
• One-day Fee: NACADA Member Circle date: OCT. 19 20 21	<input type="checkbox"/> \$185	<input type="checkbox"/> \$195
• One-day Fee: Non-Member Circle date: OCT. 19 20 21	<input type="checkbox"/> \$240	<input type="checkbox"/> \$260

4 Registration Fee Summary—please total:

Conference Registration Fee	\$ _____
Pre-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, 3 breakfasts (excluding 1-day fees)

NACADA Federal Employer ID Number (FEIN) # 48-1114759

Services/Accommodations for attendees with disabilities:

Contact Executive Office by 9/14/07 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. 14th, 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

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 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. 14, refund of conference fees, less \$50, will be made with a written request. Membership dues are not refundable. After Sept. 14, 50% refunded with written request. No refund if requested after October 13th. No Shows who fail to cancel their registrations through the executive office and have not paid the registration fee will be billed for the total conference amount. Full refund policy on prior page.

MEMBERSHIP INFORMATION

Complete the information below
ONLY if you chose the NACADA Combo registration fee
 for the 2007 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:

- African American/Black
- Native American
- Hispanic/Latino
- Asian American
- European American/White
- Other

Gender:

- Female
- Male

Birth Year:

You may choose 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
- C27 Theory and Philosophy of 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
- 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
- C40 New Advising Professionals
- C41 Appreciative Advising
- C42 Large Universities
- C43 Academic Coaching (potential)
- C44 Ethics & Legal Issues in Advising (potential)
- C45 History of Academic Advising (potential)
- C46 Advising First-Year Students (potential)

YEARS ADVISING: How long have you been advising?

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