



# Administrators' Institute: February 3-5, 2025

## Registration Form

### Registrant Information

Last name       First name       MI  
 Job title       Badge Name/Nickname (if different from first name)  
 Preferred Pronouns      Pronouns (indicate if OTHER)  
 Email (required)       Institution  
 Address  
 City       State/Province       Postal code       Country  
 Contact phone       Cell Phone (to reach you during the conference):       Emergency phone  
 List vegan/vegetarian/severe food allergies       List ADA physical accessibility needs

Please complete/print this form and fax or mail with payment to:

**FAX: (785) 532-7732**

**NACADA 2025 Institutes  
2323 Anderson Ave. Suite 225  
Manhattan, KS 66502**

*NOTE: You will not be registered until payment is received.*

#### To receive member discounts:

Complete membership form on page 2, including payment. You can also become a member online at [nacada.ksu.edu](http://nacada.ksu.edu).

#### Cancellation & refund policy:

All requests must be in writing and mailed or emailed ([nacada@ksu.edu](mailto:nacada@ksu.edu)) to NACADA.

**Prior to 12/11/24:** Eligible for a 90% refund of the conference fee.

**12/11/24-1/10/25:** Eligible for 50% refund of conference fee.

**After 1/10/25:** Due to facility and conference obligations, no refunds are given.

**See event web page for complete policies.**

#### Services/Accommodations:

NACADA complies with ADA requirements. Please contact the NACADA Executive Office six (6) weeks before the event if you need accommodations to participate in the meeting events. If you need an ADA sleeping room you must contact the hotel directly.

Administrators' Institute	On or before 12/11/24	12/12/24-1/14/25	On or after 1/15/25
Current Member	\$1,075	\$1175	\$1,275
Non-Member	\$1,225	\$1,325	\$1,425

**Total Due:** \$

\*sum of registrations and membership

### Administrators' Institute - Track Selection

For detailed information of the Administrators' Institute Tracks, visit [nacada.ksu.edu/events/administrators-institute](http://nacada.ksu.edu/events/administrators-institute) and indicate the Track that applies to you, below. Choose only **ONE (1)** track.

**Track A - New or Experienced**

**Track B - Campus-Wide Responsibility**

### Payment (choose one)

Pay in US dollars from a US bank - Payment/PO must accompany registration form - Thank You

Check in US dollars or international money order (payable to NACADA): #

Agency purchase order (PO) MUST be attached: #  \*returned check fee \$35

Credit card: To pay by credit card, register online at [nacada.ksu.edu](http://nacada.ksu.edu). You may register multiple attendees online.

#### For Office Use Only

Initials	Date
Ck#/Amt	
Batch#	
Notes:	

NACADA FEIN # 48-1114759

Last Name	First Name	MI
Institution	Email	

Your Role	Demographic Information	Years Advising
<ul style="list-style-type: none"> <li>Faculty Advisor</li> <li>Academic Advisor</li> <li>Academic Counselor</li> <li>Advising Administration</li> <li>Licensed Counselor</li> <li>Non-Institutional</li> <li>Student</li> <li>Other</li> <li>Prefer Not to Answer</li> </ul>	<p><b>Ethnic Background:</b></p> <ul style="list-style-type: none"> <li>Amerindian/First Nations</li> <li>Asian</li> <li>Black (non-Hispanic)</li> <li>Latino/Hispanic</li> <li>Multi-ethnic</li> <li>White (non-Hispanic)</li> <li>Other</li> <li>Prefer Not to Answer</li> </ul> <p><b>Gender:</b></p> <ul style="list-style-type: none"> <li>Female</li> <li>Male</li> <li>Non-Binary</li> <li>Prefer Not to Answer</li> </ul> <p><b>Birth Year:</b> <input style="width: 50px;" type="text"/></p>	<ul style="list-style-type: none"> <li>&lt; 3 Years</li> <li>3 - 5 Years</li> <li>6 - 10 Years</li> <li>11 - 15 Years</li> <li>&gt; 15 Years</li> <li>Not Applicable</li> </ul>

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

**Choose Any Four (4) Advising Communities** Visit [nacada.ksu.edu](http://nacada.ksu.edu) for more information on Advising Communities

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>Academic Coaching</li> <li>Advising Administration</li> <li>Adult Learners</li> <li>Advisor Training and Development</li> <li>Advisor Well-Being &amp; Retention</li> <li>Appreciative Advising</li> <li>Assessment of Advising</li> <li>Business Majors</li> <li>Canada</li> <li>Career Advising</li> <li>Distance Advising for Online Education</li> <li>Education Majors</li> <li>Faculty Advising</li> </ul> | <ul style="list-style-type: none"> <li>First Generation College Student Advising</li> <li>First-Year Students</li> <li>Global Engagement</li> <li>Graduate and Professional Students</li> <li>Health Professions Advising</li> <li>High Achieving Students</li> <li>High School to College Advising</li> <li>Hispanic and Latine Success</li> <li>Historically Black Colleges and Universities</li> <li>International Student Academic Success</li> <li>LGBTQA Advising and Advocacy</li> <li>Liberal Arts Advisors</li> <li>Peer Advising and Mentoring</li> </ul> | <ul style="list-style-type: none"> <li>Probation/Dismissal/Reinstatement Issues</li> <li>Science, Technology, Engineering, and Mathematics Advising</li> <li>Small Colleges and Universities</li> <li>Social Justice</li> <li>Student Athletes</li> <li>Students with Disabilities</li> <li>Students with Experience in the Foster Care System</li> <li>Technology in Advising</li> <li>Theory, Philosophy, and History of Advising</li> <li>Transfer Students</li> <li>Two-Year Colleges</li> <li>Undecided and Exploratory Students</li> <li>Veterans, Military Students, and Family Members</li> </ul> |
|---|---|---|