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College of Education and Professional Development
Barbara P. Guyer National Center for H.E.L.P.

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Huntington, WV

Barbara P. Guyer, Ed.D.
Director Emeritus

April 2, 2018

Dear Student and Parent(s):

Hello and welcome to Marshall University and the College H.E.L.P. Program. We are excited to get started with the registration process for Summer Prep 2018. We have put together the following registration packet to collect important information to help us make your transition to Marshall University and the start of your college career go as smoothly as possible. Please take the time to read and carefully complete each form found in this packet. Important instructions appear on the next page.

Summer Prep 2018 begins for students, Monday, June 4th at 1:00 pm in Myers Hall.

Parents are invited to attend our "Meet and Greet" scheduled for Monday, June 4th and June 18th at 9:00 a.m. in Myers Hall. It is an opportunity for you to meet the staff, become acquainted with the goals and objectives of Summer Prep and the H.E.L.P. Program, and to receive a copy of the H.E.L.P. Student Handbook. Your student is welcome to attend with you, and if they have class scheduled at 10:00 am, they will be excused to attend class on time.

Below you will find forms and instructions to officially register for an academic course at Marshall University, a Summer Prep 2018 Registration Form, Permission to Contact Form, Meet and Greet RSVP Form, and a Summer Session II Housing and Residence Form. Please complete all forms and return each form to the proper location by April 27th or as soon as possible. Additional important information regarding Marshall University Orientation is available on the Summer Prep 2018 registration website.

We look forward to meeting and working with you as you begin your educational journey at Marshall University and the College H.E.L.P. Program.

Sincerely,

Debbie Painter, M.A.
Director, H.E.L.P. Program

WE ARE... MARSHALL.

520 – 18th Street, Myers Hall • Huntington, West Virginia 25755 • Tel 304/696-6256 • Fax 304/696-3231
www.marshall.edu/help • painter@marshall.edu

Instructions for Completing Summer Prep 2018 Registration Packet

Carefully complete and return the following documents and **two** checks.

Incomplete registration packet documents will cause a delay in processing:

- **Form A** Schedule Adjustment and Class Add/Drop Form (tuition listed at the end of the Form A)
- **Form B** Summer HELP Registration Form (Summer Prep tuition listed at the end of Form B)
- **Form C** Permission to Contact Form
- **Form D** Meet and Greet RSVP
- **Form E** Summer Session II Housing and Residence Form
- **First** check payable to “MU HELP Program” for the correct Summer Prep fee
- **Second** check payable to “Marshall University” for the correct tuition amount

Return all forms by April 27th (or A.S.A.P.). Payment for Marshall University tuition and Summer Prep fees must be paid no later than June 4, 2018 or your registration will be canceled.

Do not forget to see important information about **Marshall University Orientation** on our Summer Prep 2018 registration website.

Make a photocopy of your completed registration packet for your records and mail the completed registration forms and the **two checks** noted above to:

**Marshall University HELP Program
c/o Sara Barker
520 18th Street
Huntington, WV 25703**

If you have questions, contact Sara Barker (304) 696-6312, or by email: barkers@marshall.edu

Marshall University: Schedule Adjustment and Class Add/Drop Form

- Fill out this form **completely** (Name, Student ID # if you don't know your Student ID# we can fill it in, Course Information for the course, Student Signature, and Date)
- Include check payable to "Marshall University" for tuition. Tuition rates are listed at the end of this form.

Name: _____ Student ID (901) Number: _____

CRN	Subject	Course Number	Section	Credit hours	Days	Class start time	Building & Room

Student Signature: _____ Date: _____

- ❖ *English 101: **CRN: 5020 Subject: ENG Course Number: 101 Section: 501 Credit hours: 3 Web Based Instructor:** Professor Angus

Course Catalog Description: "Introduction to academic writing with emphasis on writing as a multi-stage process, critical thinking, and fundamental research strategies and skills."

Attributes : (Composition Core II) (Online Course)

- ❖ Health Science 222: **CRN: 5050 Subject: HS Course Number: 222 Section: 501 Credit hours: 3 Days: MTWR Class-time: 8-10:15 am Building & Room: Gullickson Hall (GH) 203 Instructor:** Dr. McIlvain

Course Catalog Description: "First Aid, CPR, and AED skills for health care providers. Additional topics include musculoskeletal injuries, environmental conditions and sudden illness".

Attributes: (Writing Intensive)

- ❖ Psychology 201(CT): **CRN: 5088 Subject: PSY Course Number: 201 Section: 501 Credit hours: 3 Days: M-F Class- time: 10-11:45 am Building & Room: Harris Hall (HH) 303 Instructor:** (n.a. not available at this time)

Course Catalog Description: "Critical thinking approach to the principles and methods in the scientific study of behavior."

Attributes: (Critical Thinking) (Social Sciences Core II)

- ❖ **University Studies 102: **CRN: 5115 Subject: UNI Course Number: 102 Section: 501 Credit hours: 1 Days: M-F Class time: 10-11:00 am Building & Room: Myers Hall (MH) HSR Instructor:** Professor Nancy McCormick

Course Catalog Description: "An academic enrichment course, which provides students with strategies and practical experience for academic success. Topics to be covered include research skills, critical thinking, applications, and effective study skills."

*** Requires verbal scores of at least ACT 18 or SAT (Before 3/16 450 or SAT EVIDENCE-BASED READ/WRIT 480 in order to register)**

**** Available only to students starting Summer Prep on June 18TH**

BASE TUITION RATES

	1 Hour Course (UNI 102 only)	3 Hour Course
W.V. Resident	\$325.25	\$975.75
Metro	\$560.25	\$1,680.75
Non-- -Resident	\$744.50	\$2,233.50

These rates are only the Base Tuition Rates for each course listed. Depending on the college you were accepted in you may have additional fees applied. Web based courses are assessed a \$40.00 additional fee.

FORM B

**Marshall University H.E.L.P.
Summer Prep 2018
Registration
June 4 or June 18 – July 6, 2018
We must receive this form by April 27 or ASAP**

Student Name _____ **M.U. 901 No.** _____

Date of Birth _____ **Student Email** _____

Address _____

Street City State Zip Code
Telephone (home) _____ **Cell (student)** _____

Parent Name(s) _____

Parent One _____

Email Address Cell Phone

Parent Two _____

Email Address Cell Phone

Student Diagnosis _____

Payments for H.E.L.P. Summer Prep fees are due no later than June 4, 2018

H.E.L.P. Summer Prep Fees:

June 4-July 6, 2018

\$2500

June 18-July 6, 2018

\$1500

Make checks payable to: "MU HELP Program"



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Form C

Honorary Board of Advisors
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former Governor of West Virginia

Roby Pruett
Martinsburg, WV

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William Underwood Ford
South Charleston, WV

William S. Harrah
Huntington, WV

Greg Hart
Lexington, KY

John Yost Parent
Huntington, WV

Tim Pfaffenberger
Cincinnati, OH

Debra Pisters
Sugar Land, TX

John Steele
Allipolis, OH

John M. Weston
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George F. White, M.D.
Portsmouth, OH

Debra J. White
Portsmouth, OH

David L. Wilson
Huntington, WV

Sam Young
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PERMISSION TO CONTACT

The Family Educational Rights and Privacy Act (1974) is a federal law designed to grant and protect the privacy of students' rights, with regards to educational records. Commonly, students must give their written, signed, and dated consent for disclosure of their educational records to third parties.

I grant permission for staff of the H.E.L.P. Program for Students with Specific Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder and the necessary University staff, faculty, administrative offices, and my parents/legal guardian to exchange information regarding my participation in the H.E.L.P. Program. This information exchange may include but is not limited to: achievement or diagnostic data, academic performance, attendance, behavior, and classroom standing.

The consent is valid during matriculation at Marshall University under the Higher Education for Learning Problems Program.

Student Name (printed)	901#
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Student Signature	Date
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Signature of Parent/Legal Guardian/Legal Representative	Date
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Signature of Witness (other than family member)	Date
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Signature of H.E.L.P. Program Staff	Date
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WE ARE... MARSHALL.

520 – 18th Street, Myers Hall • Huntington, West Virginia 25755 • Tel 304/696-6256 • Fax 304/696-3231
www.marshall.edu/help • dpainter@marshall.edu

Meet and Greet

Parent's Name:

Student's Name:

☐ Will be attending the "Meet and Greet"
on June 4th

Number Attending _____

☐ Will be attending the "Meet and Greet" on
June 18th.

Number Attending _____

☐ Will not be attending the "Meet and Greet"



Form E

Prices Summer Session 2018

Residence Hall and Food Service Application/Contract

Please complete all requested information. Please Print.

Name:	Last	First	M.I.	Student ID#
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Street Address	Parent/Guardian
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City	State	Zip Code	Phone Number
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Email: _____

_____	M	F	_____	Class Rank: __Fr. __So. __Jr. __Sr.
Birth Date	Sex		Marital Status	

I will need housing for: _____ Summer II _____ Summer III _____ Both Sessions
(June 4 – July 6) (July 10-August 10) (June 4 – August 10)

Double Room/Meal Plan _____
\$1446.00 Per Session

Single Room/Meal Plan _____
\$1776.00 Per Session

FOOD SERVICE BEGINS ON THE FIRST CLASS DAY. RATES QUOTED ABOVE INCLUDE ROOM AND BOARD.

Roommate preference	Room preference
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Do you have any disability that will require modification to your room and/or adjacent facilities?
If yes, please describe:

Summer school students will be assigned to Twin Towers West.

I accept the terms and conditions specified in this contract.

Signature of Student	Date	Signature of Parent (If student is under 18 years of age)
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Complete and mail to:	Marshall University Department of Housing and Residence Life One John Marshall Drive Huntington, WV 25755-5400
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A \$200.00 Reservation Deposit must accompany this form

RESIDENCE HALLS ARE SMOKE FREE

See Reverse side for terms and conditions



HOUSING AND FOOD SERVICE CONTRACT/APPLICATION

General Information

While every attempt is made to accommodate student's preferences for assignment, preferences are not guaranteed. The University also reserves the right to assign or change an assignment to a location different from the student's original assignment.

By signing this contract, the student agrees to respect and adhere to all policies, regulations, and procedures pertaining to University standards and any other University publications, which are made a part of this contract by reference. If, as specified in the aforementioned publications, the University reserves the right to change the student's assignment or to consider the contract terminated. When residency is terminated under these conditions, refunds will be made in accordance with the terms of this contract. Applications for University housing are subject to review by the Director of Housing and Residence Life. Pursuant to such review, residency may be denied upon cause and any monies paid, returned prior to occupancy by the student.

All room and board rates are approved by the Marshall University Board of Governor's and are available from the Department of Housing and Residence Life.

ROOM RESERVATION DEPOSIT

All contracts must be accompanied by a \$200.00 Reservation Deposit. This deposit will be deducted from the total amount due for a summer session. Acceptance of a housing reservation does not guarantee admission to the University.

CANCELLATION OF RESIDENCE HALL AND FOOD SERVICE CONTRACT

Cancellation of the Housing Contract must be received in writing by the Housing and Residence Life Office. Cancellations received thirty (30) days before the first official opening day of the residence halls will result in a refund of \$100.00 of the reservation deposit. Cancellations received after that date will result in a forfeiture of the entire \$200.00 reservation deposit.

WITHDRAWAL

After the student has accepted occupancy, voluntary withdrawal from the University and in turn Housing and Food Service will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for any unused portion of the board plan. Please note that meal assignments are billed for a full week based on the food service vendor's billing cycle. The student remains liable for any unpaid room and board balance due. Students, whose residency is terminated, automatically forfeit all monies paid for that semester. Students who are denied admission; declared academically ineligible to return, or are unable to return for medical reasons will be refunded on a prorated basis.

NON-DISCRIMINATION

No Citizen of the United States or any person within the jurisdiction thereof, shall on the ground of race, color, national origin, religion, sex, age, political affiliation, sexual orientation or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination University housing or food service. In accordance with this, no individual will be excluded from housing on the basis of such factors, nor will such factors, other than sex, be considered in making initial room assignments nor in approving requests for room changes, with the exception that the needs of physically challenged students and no tobacco preference will be evaluated in room assignment decisions.

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SUMMER II HOUSING	SUMMER III HOUSING
OPENING - SUNDAY, JUNE 3 AT 9:00A.M.	OPENING – MONDAY, JULY 9 AT 9:00 A.M.