



www.marshall.edu

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

April 8, 2016

Dear Student and Parent(s):

Hello and welcome to Marshall University and the College H.E.L.P. Program. We are excited to get you started on the registration process for Summer Prep 2016. 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. Take the time to read and carefully complete each form found in this packet. Important instructions appear on the next page.

Student, Summer Prep 2016 begins Monday, June 6th at 1:00 pm in Myers Hall.

Parent(s), please attend our "Meet and Greet" scheduled for Monday, June 6th 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.

Please note: We will also have a "Meet and Greet" on Monday, June 20th at 9:00 am in Myers Hall for parent(s) of students starting Summer Prep on that day.

Below you will find forms and instructions to officially register for an academic course at Marshall University, a Summer Prep 2016 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 25th or a.s.a.p. Additional important information regarding Marshall University Orientation is available on the Summer Prep 2016 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

honorary Board of Advisors
Honorable Gaston Caperton
former Governor of West Virginia

Andy Pruett
Martinsburg, WV

Andy Curry
Philadelphia Eagles

Board of Advisors
Foster Abdul-Jalil, M.D.
Charleston, WV

Christopher B. Asplundh, Jr.
Willow Grove, PA

Tim Blackhurst
Greenville, SC

Tom Duncan
Huntington, WV

Debra R. Eagle, Ed.D., Dean
South Charleston, WV

Tim Egbert-Kibler, Pharm D.
Huntington, WV

Julia Underwood Ford
South Charleston, WV

Theris S. Harrah
Huntington, WV

Greg Hart
Lexington, KY

John Yost Parent
Huntington, WV

Tom Pfaffenberger
Cincinnati, OH

Bob Pisters
Sugar Land, TX

Johnna Steele
Columbus, OH

Gene M. Weston
Huntington, WV

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

Debra J. White
Portsmouth, OH

Harold L. Wilson
Huntington, WV

Sam Young
Middlesboro, KY

Debbie Painter, M.A., Director
Huntington, WV

Barbara P. Guyer, Ed.D.
Director Emeritus

WE ARE... MARSHALL.

Instructions for Completing Summer Prep 2016 Registration Packet

Carefully complete and return the following documents and **two** checks to the H.E.L.P. Program.
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 fee listed at bottom of this page)
- **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 20th (or a.s.a.p.). Payment for Marshall University tuition and Summer Prep fees must be paid no later than June 6, 2016 or your registration will be canceled.

Do not forget to see important information about [Marshall University Orientation](#) on our Summer Prep 2016 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 #, Course Information for **First** and **Second** course choices out of the possible seven below, 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
#1 Choice								
#2 Choice								

Student Signature: _____ **Date:** _____

- ***English 101:** CRN: 5027 **Subject:** ENG **Course Number:** 101 **Section:** 501 **Credit hours:** 3, **Web Delivery**
Instructor: Professor Robinson
Course Catalogue Description: "Introduction to academic writing with emphasis on writing as a multi-stage process, critical thinking, and fundamental research strategies and skills."
- ***History 230:** CRN: 5054 **Subject:** HST **Course Number:** 203 **Section:** 501 **Credit hours:** 3 **Web Delivery**
Instructor: Professor Barksdale
Course Catalog Description: "A general survey from the discovery in 1492 through the period of Reconstruction. This class emphasizes critical thinking skills."
- **Math 121:** CRN: 5079 **Subject:** MTH **Course Number:** 121 **Section:** 501 **Credit hours:** 3 **Days:** M-F **Class-time:** 10-11:45 am **Building & Room:** Smith Hall (SH) 511 **Instructor:** Professor Pupplo-Cody
Course Catalog Description: "Critical thinking course for non-science majors that develops quantitative reasoning skills."
- **Psychology 201:** CRN: 5094 **Subject:** PSY **Course Number:** 201 **Section:** 501 **Credit hours:** 3 **Days:** M-F **Class-time:** 10-11:45 am **Building & Room:** Harris Hall (HH) 342 **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."
- ***Sociology 200:** CRN: 5110 **Subject:** SOC **Course Number:** 200 **Section:** 501 **Credit hours:** 3 **Web Delivery**
Instructor: Professor Garnett
Course Catalog Description: "Introduction to the study of human society."
- ***Theatre 112:** CRN: 5114 **Subject:** THE **Course Number:** 112 **Section:** 501 **Credit hours:** 3 **Web Delivery**
Instructor: Professor Perrone
Course Catalog Description: "Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors."
- ****University Studies 102:** CRN: 5118 **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 Diane Williams
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."

***Web Delivery:** “a course in which 100% of the course content is delivered asynchronously by technological means. There are no synchronous, face-to-face, or on-site attendance requirements because online courses are the electronic versions of classes offered on the Marshall campus delivered completely over the Internet.

**** Available only to students starting Summer Prep on June 20th**

Base Tuition Rates

	1 Hour Course (UNI 102 only)	3 Hour Course	Web Delivery 3 Hour Course
W.V. Resident	\$284.25	\$852.75	\$972.75
Metro	\$498.50	\$1,495.50	\$1,615.50
Non-Resident	\$650.50	\$1,951.50	\$2,071.50

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.

Marshall University H.E.L.P.
SUMMER Prep 2016
Registration
June 6 or June 20 – July 8, 2016
We must receive this form by April 25 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 _____

*Please choose three (3) Summer Prep instructional classes that you feel would best help you with your deficit areas:

Math _____ Reading Decoding/Encoding _____

Study Skills _____ Reading Comprehension _____

Written Expression _____
(Grammar/Punctuation) (Structure and Organization)

* Final decision about your Summer Prep instructional classes made by Summer Prep staff

Payments for H.E.L.P. Summer Prep fees are due no later than June 6, 2016

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

June 6-July 8, 2016	June 20-July 8, 2016
WV Resident \$1200	WV Resident \$756
Metro Area Resident \$1600	Metro Area Resident \$1008
Non-WV Resident \$2300	Non-WV Resident \$1449

Make checks payable to: "MU HELP Program"

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

PERMISSION TO CONTACT

Honorary Board of Advisors

Honorable Gaston Caperton
former Governor of West Virginia

Robby Pruett
Fairboursville, WV

Timothy Curry
Philadelphia Eagles

Board of Advisors

Dr. Lester Abdul-Jalil, M.D.
Fairfax, VA

Dr. Christopher B. Asplundh, Jr.
Willow Grove, PA

Dr. Lisa Blackhurst
Greenville, SC

Dr. Bill Duncan
Huntington, WV

Dr. Teresa R. Eagle, Ed.D., Dean
Mouth Charleston, WV

Dr. Jennifer Egbert-Kibler, Pharm.D.
Huntington, WV

Dr. Patricia Underwood Ford
Mouth Charleston, WV

Dr. Melissa S. Harrah
Huntington, WV

Dr. Greg Hart
Lexington, KY

Dr. Gary Yost Parent
Huntington, WV

Dr. Robert Pfaffenberger
Cincinnati, OH

Dr. David Pisters
Sugar Land, TX

Dr. Dana Steele
Allipolis, OH

Dr. Gene M. Weston
Huntington, WV

Dr. George F. White, M.D.
Portsmouth, OH

Dr. Sandra J. White
Portsmouth, OH

Dr. Richard L. Wilson
Huntington, WV

Dr. Susan Young
Critttsburg, KY

Dr. Bobbie Painter, M.A., Director
Huntington, WV

Dr. Barbara P. Guyer, Ed.D.
Director Emeritus

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#

Student Signature Date

Signature of Parent/Legal Guardian/Legal Representative Date

Signature of Witness (other than family member) Date

Signature of H.E.L.P. Program Staff Date

WE ARE... MARSHALL.

Meet and Greet

Parent's Name:

Student's Name:

Will be attending the "Meet and Greet" on June 6th.

Number Attending _____

Will be attending the "Meet and Greet" on June 20th.

Number Attending _____

Will not be attending the "Meet and Greet" and understand that pertinent information and the student handbook will be given at this time.



Prices Summer Session 2016

Residence Hall and Food Service Application/Contract

Please complete all requested information. Please Print.

Name: Last First M.I. Student ID#

Street Address Parent/Guardian

City State Zip Code Phone Number

Email:

Birth Date Sex Marital Status Class Rank: Fr. So. Jr. Sr.

I will need housing for: Summer II Summer III Both Sessions
(June 6 - July 8) (July 12-August 12) (June 6 - August 12)

Double Room/Meal Plan \$1403.00 Per Session
Single Room/Meal Plan \$1724.00 Per Session

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

Roommate preference Room preference

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 Buskirk Hall.

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)

Complete and mail to: Marshall University
Department of Housing and Residence Life
One John Marshall Drive
Huntington, WV 25755-5400

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.



SUMMER II HOUSING

SUMMER III HOUSING

OPENING - SUNDAY, JUNE 5 AT 9:00A.M.
CLOSING - FRIDAY, JULY 8 AT 6:00 P.M.

OPENING - MONDAY, JULY 11 AT 9:00 A.M.
CLOSING - FRIDAY, AUGUST 12 AT 6:00 P.M.