

Honorary Board of Advisors The Honorable Gaston Caperton Former Governor of West Virginia

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Jay S. Young Catlettsburg, KY

Debbie Painter, M.A. Director

Barbara P. Guyer, Ed.D. Director Emeritus

April 1, 2019

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 2019. We have put together a 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 2019 begins for students on Monday, June 10th, at 1:00 P.M. in Myers Hall.

Parents are invited to attend our "Meet and Greet," scheduled for Monday, June 10th and June 24th 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 A.M., they will be excused to attend class on time.

Enclosed you will find: forms and instructions to officially register for an academic course at Marshall University, a Summer Prep 2019 Registration Form, Permission to Contact Form, Meet and Greet RSVP Form, and a Summer Session II 2019 Housing and Residence Form.

Please complete all forms and return each form to the proper location by April 29th or as soon as possible. Additional important information regarding Marshall University Orientation is available on the Summer Prep 2019 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

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

520 18th Street Myers Hall Huntington, WV 25755-2195-53 T: 304-696-6256 F: 304-696-3231 marshall.edu



Instructions for Completing Summer Prep 2019 Registration Packet

Carefully complete and return the following documents and pay the two fees. * 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 (send this form to House and Residence Life with the proper deposit)
- * <u>First</u> fee is to "MU HELP Program" for the correct Summer Prep fee (if paying by check,make check payable to "MU HELP Program" or if you are paying by Mastercard, Visa or Discover, please call (304) 696-5220. Please note, there is a 2.5% service fee added for the use of a credit card).
- *<u>Second</u> fee is to "Marshall University" for the correct tuition amount (if paying by check, make check payable to "Marshall University" or if you are paying by Mastercard, Visa or Discover, please call the Marshall University Bursar's office @ 1-800-438-5389 and a service fee will be applicable).

Return all forms to H.E.L.P. (with the exception of Form E) by April 29th (or A.S.A.P.). Payment for Marshall University tuition and Summer Prep fees must be paid <u>no later</u> <u>than June 10, 2019 or your registration will be canceled</u>.

Do not forget to see important information about <u>Marshall University Orientation</u> on our Summer Prep 2019 registration website.

Make a photocopy of your completed registration packet for your records and mail the completed registration forms (with the exception of Form E) and the **two fees** 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 or contact Bursar's office to pay by Mastercard, Visa or \geq Discover. Tuition rates are listed at the end of this form.

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

Student Signature:

Name:

Student ID (901) Number:

Date:

* *English 101: CRN: 5016 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)

♦ History 231: CRN: 5050 Subject: HST Course Number: 231 Section: 501 Credit hours: 3 Web Based **Instructor**: Professor Williams

Course Catalog Description: "A general survey since Reconstruction. This class emphasizes critical thinking skills".

Attributes: (American Institutions, Critical Thinking, Multicultural, Core II Social Science, U.S. History)

_____ Sychology 201(CT): CRN: 5086 Subject: PSY Course Number: 201 Section: 501 Credit hours: 3 Days: M-F Class- time: 10-11:45 am Building & Room: Harris Hall (HH) 302 Instructor: Professor Chapman

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

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

Sociology 200: CRN: 5104 Subject: SOC Course Number: 200 Section: 502 Credit hours: 3 Web **Based Instructor**: Professor Sullivan

Course Catalog Description: "Introduction to the study of human society. This class emphasizes critical thinking skills".

Attributes: (American Institutions, Critical Thinking, Multicultural, Core II Social Science)

✤ Theatre 112: CRN: 5113 Subject: THE Course Number: 112 Section: 501 Credit hours: 3 Web **Based Instructor**: Staff

Course Catalog Description: "Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors."

Attributes: (Fine Arts, Online Course)

**University Studies 102: CRN: 5125 Subject: UNI Course Number: 102 Section: 501 Credit hours: 1 Days: M-F Class time: 10-10:50 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."

** Available <u>only</u> to students starting Summer Prep on June 24^H

DASE TOTTION KATES					
	1 Hour Course (UNI 102 only)	3 Hour Course			
W.V. Resident	\$339.00	\$1,017.00			
Non-Resident	\$776.00	\$2,328.00			
Metro	\$584.00	\$1,752.00			

BASE TUITION RATES

<u>These rates are only the Base Tuition Rates for each course listed.</u> 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 2019 Registration June 10 or June 24 – July 12, 2019 We must receive this form by April 30 or ASAP

Student Name		M.U. 901 No			
Date of Birth Student Email					
Address					
Street	City	StateCell (student)			
	Email Address	Cell Pho	one		
Parent Two	Email Address	Cell Pho	one		
<u>Jun</u>	<u>H.E.L.P.</u> <u>e 10-July 12, 2019</u> \$2500	<u>Summer Prep Fee</u> June	<u>es</u> : <u>24-July 12, 2019</u> \$2000		
	Make checks payable to: "MU HELP Program" or call (304) 696-5220 to make a credit card payment. You can also fill in the credit card information below and it will be processed.				
Mastercard		Visa	Discover		
	(P	lease circle one)			
Credit Card No.		Exp.			
Zip Code for Bil	ling Address	3-digit Security Code (on back of card)			



FORM C

PERMISSION TO CONTACT

Honorary Board of Advisors The Honorable Gaston Caperton Former Governor of West Virginia

Bobby Pruett Barboursville, WV

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Amy Yost Parent Huntington, WV

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Diana Steele Proctorville, OH

Dan Warbel Russell, KY

Krissie Warbel Russell, KY,

Lynne M. Weston Huntington, WV

George F. White, MLD. Portsmouth, OH

Sandra J. White Portsmouth, OH

Jay S. Young Latlettsburg, KY

Debbie Painter, M.A. Director

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 (H.E.L.P.)

Student Name (Printed)	901#
Student Signature	Date
Signature of Parent/Legal Guardian/Legal Representative	Date
Signature of Witness (other than family member)	Date

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

520 18th Street Myers Hall Huntington, WV 25755 2195 53 T: 304-696-6256 T: 304-696-3231 marshall.edu



Meet and Greet

Parent's Name:

Student's Name:

□ Will be attending the "Meet and Greet" on June 10th Number Attending _____

□Will be attending the "Meet and Greet" on June 24th. Number Attending _____

 \Box Will not be attending the "Meet and Greet"

Prices Summer Session 2019

Residence Hall and Food Service Application/Contract

Please complete all requested information. Please Print.

Name:	Last	Fi	rst	M.I.	Student ID#
Street Addr	ess			Parent/G	uardian
City		State	Zip Code	Phone N	lumber
Email:				$\bigcap_{r} \cap$	so. OJr. O Sr. OGr.
Birth Date		<u>M</u> Sex	Class Rank:	<u> </u>	So. <u>U</u> Jr. <u>U</u> Sr. <u>U</u> Gr.
I will need h	iousing for:	<u>June 10 – July 12</u>	July 16-August 16) D – August 16)
		e Room/Meal Plan 7.00 Per Session	0	0	om/Meal Plan) Per Session
FOOD SER AND BOAF		INS ON THE FIRST	CLASS DAY. RAT	ES QUOTEI) ABOVE INCLUDE ROOM

Roommate 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 Twin Towers East.

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 Universi	ty		
-	Department of Housing and Residence Life			
	One John Marshall Drive			
	Huntington, WV 2	25755-5400		
*** <u>A</u> \$20	0.00 Reservation Deposit mu	st accompany this form***		
	RESIDENCE HALLS ARF	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

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OPENING - SUNDAY. JUNE 9 AT 9:00A.M.

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OPENING - MONDAY. JULY 15 AT 9:00 A.M.