AACRAO REGISTRAR 101 & FERPA Workshop Registration Form

30 June – 1 July, 2012 • Chicago, IL

Fax to: 301-694-5124
Mail to: AACRAO Technology Conference
PO Box 714003
Columbus, OH 43271-4003
Questions call: 866-229-3691
301-694-5243 or
Email: AACROTech@experient-inc.com

Please submit a separate form for each attendee. Forms received without payment will not be processed.

First Name _____ Last Name _____ Badge Name _____

Title _____ E-mail _____

Institution/Company_____ Telephone*_____

Address_____ Fax*_____

City_____ State/Province_____ ZIP/Postal Code_____ Country_____

Emergency Contact Name _____ Phone _____ Alternate Phone _____

*International registrants should list their country and city codes.

Staff members of member institutions, corporate partners, and individual members qualify for member rate.

Registration Fees:

	Cost	
	By June 1	**After June 1**
MEMBER Registrar 101 and FERPA Workshop	[ ] $375	[ ] $400
NONMEMBER Registrar 101 and FERPA Workshop	[ ] $425	[ ] $450

Day 1 — Saturday, June 30, 2012

Continental Breakfast for Workshop Participants	8:00 a.m. - 8:30 a.m.
Introduction and Overview	8:30 a.m. - 9:00 a.m.
Role of the Registrar	9:00 a.m. - 10:00 a.m.
Break	10:00 a.m. - 10:15 a.m.
A Semester in the Life: Part 1	10:15 a.m. - 11:45 a.m.
Lunch on Your Own	11:45 a.m. - 12:45 p.m.
FERPA I	12:45 p.m. - 2:15 p.m.
Break	2:15 p.m. - 2:30 p.m.
FERPA II	2:30 p.m. - 4:00 p.m.
Break	4:00 p.m. - 4:15 p.m.
Breakout Sessions and Discussion	4:15 p.m. - 5:15 p.m.
Wrap-up Day 1	5:15 p.m. - 5:30 p.m.

Day 2 — Sunday, July 1, 2012

Continental Breakfast for Workshop Participants	7:30 a.m. - 8:00 a.m.
Semester in the Life: Part 2	8:00 a.m. - 9:00 a.m.
Information Sources	9:00 a.m. - 9:45 a.m.
Break	9:45 a.m. - 10:00 a.m.
Advise to New Registrars	10:00 a.m. - 10:45 a.m.
Breakout Sessions	10:45 a.m. - 11:15 a.m.
Evaluation and Adjournment	11:15 a.m. – 11:30 a.m.

Payment Information *(Please check one)*: **Federal Tax ID: 52-2274900**

[ ] Check: #_____ [ ] VISA [ ] MasterCard [ ] American Express

Cardholder's Name:_____

Credit Card Number:_____ Exp. Date _____

Total Registration Fee $_____

Total Workshop Fee $_____

Office Use Only	Date Received _____ Check # _____ Check Total _____
	Sheet Total _____ Date Entered _____ Entered by _____

Special Interests (check all that apply)
[ ] Presenter [ ] First Timer
[ ] Exhibitor [ ] Sponsor

Organization Type (check only one)
[ ] Educational Institution
[ ] Non-Profit Organization
[ ] Government Agency
[ ] Corporation/Consultant

Institution Type (check only one)
[ ] 4-Year Public [ ] 4-Year Private [ ] 2-Year
[ ] Graduate or Professional [ ] International
[ ] Other _____

FTE Enrollment (check only one)
[ ]Under 1,000 [ ] 1,000-2,499
[ ] 2,500-4,999 [ ]5,000-9,999
[ ]10,000-19,999 [ ] 20,000 +

Carnegie Classification (check only one)
[ ] Doctoral/Research University
[ ] Baccalaureate/Associate's College
[ ] Master's College & University
[ ] Associate's College
[ ] Baccalaureate College-Liberal Arts
[ ] Specialized Institution
[ ] Baccalaureate College-General
[ ] Tribal College and University

Area of Responsibility (check all that apply)
[ ] Records/Registration [ ] Admissions
[ ] Information Technology [ ] Financial Aid
[ ] Enrollment Management [ ] Bursar
[ ] Academic Advising [ ] Student Affairs
[ ] Institutional Research
[ ] Other _____

Title (check only one)
[ ] President/Chancellor
[ ] Chief Academic Officer
[ ] Chief Information Officer
[ ] Vice President
[ ] Associate/Assistant VP
[ ] Director/Registrar
[ ] Associate/Assistant Director
[ ] Other _____

I'd like to learn more about joining an AACRAO committee. [ ] Yes [ ] No

Meeting Attendance
Attended Tech Conf in '11? [ ] Yes [ ] No
# of Tech Conferences attended _____
Attended SEM in '11? [ ] Yes [ ] No
# of SEM Conferences attended _____
Attended Transfer in '11? [ ] Yes [ ] No
# of SEM Conferences attended _____
Attended Annual Meeting in '12? [ ] Yes [ ] No
# of Annual Meetings attended _____

Special Meal Request
[ ] Vegetarian [ ] Vegan
[ ] Food Allergy _____

Special Service
[ ] Attach a description of requirements if you have special needs.