

A A C R A O

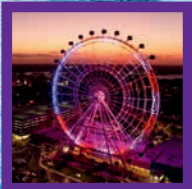
# 104<sup>TH</sup>

## ANNUAL MEETING

March 25-28, 2018

Orlando World Center Marriott

Orlando, Florida / [www.aacrao.org](http://www.aacrao.org)



**AACRAO**

*Advancing Global Higher Education*



# AACRAO 104<sup>TH</sup> ANNUAL MEETING

AACRAO's Annual Meeting is our largest convening of higher education professionals from around the world. Maintaining our commitment to expanding our programming to meet the dynamic professions we serve, our Program Committee has worked diligently to plan four exciting days of workshops, sessions, plenaries, and networking opportunities for you.

Join more than 2,000 administrators as we work to address the issues facing today's campuses, share goals and guidelines for meeting those challenges, and provide a forum for learning and sharing experiences.

**Mike Reilly**  
Executive Director  
AACRAO

**Jim Bouse**  
Board President  
University of Oregon

**Tina Falkner**  
Board President-Elect  
University of Minnesota - Twin Cities

**Paul Kyle**  
Board Past President  
Johnson County Community College

**Sarah Harris**  
Program Committee Chair  
University of Iowa

**Karee Head**  
Program Committee Vice Chair  
University of Idaho

**Aigi Adesogan**  
Co-Chair, Volunteers  
University of Florida

**Kathy Zemba**  
Co-Chair, Volunteers  
University of Florida

## Reasons to Attend the AACRAO Annual Meeting:

- **TO LEARN.** Expand your knowledge, develop new ideas and approaches, gain inspiration, and find solutions to problems.
- **TO NETWORK.** Meet face-to-face with colleagues who share a common discipline or field, and can help build your professional relationships and contacts.
- **TO EVALUATE VENDOR PRODUCTS/SERVICES.** Visit the exhibit hall or attend a corporate presentation to learn from companies who are on the cutting-edge of industry trends, products, services, and technologies that can benefit your department or institution.
- **TO HAVE FUN.** Enjoy the sights and tourist attractions of Orlando with friends and family.



## AACRAO's Annual Meeting attracts a diverse group of participants, who represent a global perspective and a range of professional roles:

- enrollment managers
- registrars
- presidents
- student services professionals
- provosts
- academic advisors
- deans and faculty
- budget advisors
- admissions professionals
- information technology specialists
- financial aid professionals
- and more...

### Visit AACRAO's Website

This brochure provides a general overview of the Annual Meeting program. Complete information on speakers, sessions, workshops, and exhibitors, as well as online registration are available on the [conference website](#).

### Register Now!

We look forward to meeting you in March—where learning and fun will come together at AACRAO's Annual Meeting. See you in Orlando!

## Orlando is a Family Destination!

Orlando is best known for its theme parks and attractions, but did you know that the city's downtown has experienced a renaissance that has attracted new restaurants, boutiques, galleries, and theatres? There's a vibrant culinary and entertainment scene to please every taste and interest! There's so much to do and see in Orlando—find out why it's the most visited destination in the United States. Visit our [customized web page](#), which shares the best of what Orlando has to offer.



# ANNUAL MEETING SPONSORS

**AACRAO thanks our Annual Meeting sponsors:**

## NATIONAL STUDENT CLEARINGHOUSE<sup>®</sup>

**First-Time Attendee Orientation & Welcome  
Francisco Marmolejo & Alan Alda Plenaries**



**Hotel Key Cards**



**Badge Holders**



**Totebags**



**Conference Photography  
Headshot Studio**



**International Educators' Reception**



**International Educators' Reception**



**Corporate Research**



**Corporate Research**

# CONFERENCE LOCATION & HOTEL INFORMATION



## Conference Location

### Orlando World Center Marriott

*All sessions will be held here.*

8701 World Center Drive  
Orlando, FL 32821 USA  
Phone: (407) 239-4200

### Rate:

\$209 plus tax single/double (Tax is currently 12.5%)

### Reservations:

#### ■ Online Reservations

- Phone: Call (888) 789-3090 and mention that you are attending the AACRAO Annual Meeting
- Cut-off Date for Reservations: **Thursday, March 1, 2018**. This is a limited block of rooms and availability cannot be guaranteed. Early reservations are recommended.

### Reservation Deposit:

All reservation requests will require a valid credit card as a guarantee or a one night deposit. For those not paying with a credit card, a personal check or a money order will be needed for the deposit. Deposits will be refunded for rooms cancelled more than 72 hours prior to arrival.

### Parking:

Valet Parking is \$32 daily; Self-parking is \$22 daily (Prices subject to change)

### Important Note About Hotel Reservations

Please be aware of any unsolicited emails from unauthorized and unaffiliated companies regarding hotel rooms. These organizations may be illegitimate, their reservations may have unreasonable cancellation fees or change penalties, or your reservation could be non-refundable. We encourage you to reserve your room through AACRAO's housing block to receive the best rates and to ensure the security of your transaction. Please report any suspicious solicitation to [meetings@aacrao.org](mailto:meetings@aacrao.org).

### Deadline for Cancellations:

For a full refund, reservations must be canceled three working days prior to your arrival, and a cancellation number must be obtained from the hotel. If a cancellation occurs after this deadline, a processing fee of one night's room and tax will be imposed on each reservation cancelled.

### Early Departure Fee:

In the event a guest checks out prior to the reserved check-out date, the hotel will charge an early check-out fee. To avoid the fee, advise the hotel at or before check-in of any change in departure date.



# EXCITING OPPORTUNITIES AT THE ANNUAL MEETING

## Stay Connected and Be “Social”



Follow [@AACRAO](#) on Twitter to get meeting updates, and share your conference experiences on Twitter or Facebook by tagging them with [#aacrao18](#).

## Host a Campus Tour

AACRAO is taking the next step in collaborative knowledge-sharing and experiential professional development by including institutional tours as part of the elective programming at upcoming conferences. A pilot campus visit at the University of Phoenix during the 2016 Annual Meeting, and a subsequent tour at Capella University in Minneapolis in 2017, yielded positive member feedback—with many attendees expressing interest in future institutional tours.

AACRAO is now accepting proposals for Campus Tours/Visits for the 2018 Annual Meeting in Orlando. The institution will be responsible for associated expenses including transportation, food, and staff. To begin the process, please contact AACRAO Meetings at [meetings@aacrao.org](mailto:meetings@aacrao.org).

## Emerging Leader Insight (ELI) Talks

Based loosely on TED Talks, AACRAO introduced Emerging Leader Insight (ELI) Talks at the 2017 Annual Meeting. The participants, who are all past winners of the Emerging Leader Award, will share their thoughts on what led them to enter the realm of higher education and what inspires them to excel. The ELI Talks will take place on Wednesday, from 10:30 – 11:30 a.m.

## Choose a Topic to Discuss: Stop & Share

Stop & Share is a new pop-up venue for attendees who want to initiate, join, or expand spontaneous conversations on hot topics. We will provide several 30-minute time blocks on Monday and Tuesday for these informal opportunities, with designated tables in the rear of the exhibit hall reserved specifically for these pop-up conversations. If you have a topic you know you want to explore, you can sign up to host a 30-minute conversation ahead of time by contacting Program Committee member, Jonathan Helm at [Jonathan\\_Helm@baylor.edu](mailto:Jonathan_Helm@baylor.edu).

## First-Time Attendees

Is this your first AACRAO Annual Meeting? So what can you expect? You will have access to new and innovative sessions, social events, and networking opportunities. Don't miss the AACRAO First-Time Attendees' Orientation and Welcome, on Sunday, March 25, from 3:15 – 4:45 p.m. This is an opportunity for you to meet other first-time attendees, enjoy light refreshments, and learn more about AACRAO.

*Sponsored by*

**NATIONAL STUDENT  
CLEARINGHOUSE®**

# Join the JOURNEY

Help Us Celebrate Our 25-Year Journey Together

The **National Student Clearinghouse** is turning 25 in 2018 and it wouldn't be a celebration without you.

Join us at the AACRAO annual meeting and all year long as we mark our quarter century as your trusted partner with exciting innovations, new events, expanded service offerings, and much more.

*After 25 years, our journey together is just getting started!*

**NATIONAL STUDENT  
CLEARINGHOUSE®**

*Join the journey and the celebration  
at the Clearinghouse booth, #807.*

# MEETING AT A GLANCE

## Friday, March 23, 2018

**Board of Directors  
Committee Meetings**  
5:00 p.m. – 7:00 p.m.

## Saturday, March 24, 2018

**Board of Directors Meeting**  
8:00 a.m. – 6:00 p.m.

**Conference of Registrars in  
Jesuit Institutions (CORE)  
Meeting**  
8:30 a.m. – 6:00 p.m.  
Contact: Robert Bromfield at  
[rbromfield@usfca.edu](mailto:rbromfield@usfca.edu) or  
(415) 422-2786

**International Admissions GPS:  
The Road to Success Pre-  
Meeting Workshop**  
(paid ticket required)  
9:30 a.m. – 5:30 p.m.

**Registrar 101 and FERPA  
Pre-meeting Workshop  
(Part 1 of 2)**  
(paid ticket required)  
9:30 a.m. – 5:30 p.m.

**Registrar 201 Pre-meeting  
Workshop (Part 1 of 2)**  
(paid ticket required)  
9:30 a.m. – 5:30 p.m.

## Sunday, March 25, 2018

**Registration**  
7:00 a.m. – 7:30 p.m.

**AACRAO Film Festival**  
7:00 a.m. – 7:30 p.m.

**Cyber Café**  
7:30 a.m. – 7:30 p.m.

**Exhibit Hall Open**  
6:45 p.m. – 8:00 p.m.

**IPEDS Pre-Meeting Workshop**  
(separate registration required)  
7:30 a.m. – 4:00 p.m.

**Pre-meeting Workshops**  
(paid ticket required)

- **Full day:**  
(S1) 8:30 a.m. – 3:30 p.m.
- **Half day:**  
(S2) 8:30 a.m. – 11:30 a.m.  
(S3) 12:30 p.m. – 3:30 p.m.

**State & Regional  
Officers Workshop**  
8:30 a.m. – 11:30 a.m.

**National Network of  
Law School Officers Board  
of Directors Meeting**  
8:30 a.m. – 3:00 p.m.

**Registrar 101 and FERPA  
Pre-meeting Workshop (Part 2)**  
(paid ticket required)  
8:30 a.m. – 3:30 p.m.

**Registrar 201 Pre-meeting  
Workshop (Part 2)**  
(paid ticket required)  
8:30 a.m. – 3:30 p.m.

**National Student  
Clearinghouse Forum**  
By invitation  
9:00 a.m. – 11:00 a.m.

**AACRAO SPEEDE Committee  
Business Meeting**  
9:00 a.m. – 5:00 p.m.

**Program Committee Group  
Coordinators' Meeting**  
(2017-2018, 2018-2019)  
9:30 a.m. – 11:00 a.m.

**Luncheon for Professional  
Activities Committees Chairs**  
(2017-2018, 2018-2019)  
By invitation  
11:15 a.m. – 12:30 p.m.  
Please preregister for luncheon on  
registration form.

**Meeting for Chairs &  
Members of Professional  
Activities Committees**  
(2018-2019)  
12:30 p.m. – 2:30 p.m.

**Joint Caucus Welcome**  
2:45 p.m. – 3:45 p.m.

**First-Time Attendees'  
Orientation & Welcome**  
3:15 p.m. – 4:45 p.m.  
Sponsored by National  
Student Clearinghouse

**NNLSO Welcome Reception**  
3:30 p.m. – 4:30 p.m.

**Nominations & Elections  
Committee Meeting**  
(2017-2018, 2018-2019)  
3:45 p.m. – 4:45 p.m.

**(S4) Opening General Session**  
5:00 p.m. – 6:45 p.m.

- **Welcome and Awards  
Presentation**  
5:00 p.m. – 5:45 p.m.
- **Opening Plenary**  
5:45 p.m. – 6:45 p.m.  
Presenter: **Francisco  
Marmolejo, The World Bank  
Group**  
Sponsored by: **National Student  
Clearinghouse**

**Welcome Reception**  
(cash bar and hors d'oeuvres)  
6:45 p.m. – 8:00 p.m.

## Monday, March 26, 2018

**Registration**  
7:30 a.m. – 5:30 p.m.

**AACRAO Film Festival**  
7:30 a.m. – 5:30 p.m.

**Cyber Café Open**  
9:00 a.m. – 5:00 p.m.

**Exhibit Hall Open**  
9:00 a.m. – 4:30 p.m.  
Space available "Stop & Share  
Discussions" and for Professional  
Activity Committee meetings in the  
Exhibit Hall.

**Friends of Bill W. Meeting**  
7:00 a.m. – 8:00 a.m.

**AACRAO Past Presidents'  
Breakfast**  
By invitation  
8:00 a.m. – 9:30 a.m.



### **(M1) Educational Sessions & Roundtable Discussions**

8:00 a.m. – 9:00 a.m.

### **National Network of Law School Officers (NNLSO) Breakfast and Business Meeting**

8:00 a.m. – 9:15 a.m.

For information and registration, contact: Colleen Timmons at [ctimmons@tulane.edu](mailto:ctimmons@tulane.edu) or (504) 862-8835

### **Corporate Showcase**

- **Refreshment Break in Exhibit Hall**

9:00 a.m. – 10:15 a.m.

- **(M2) Corporate Presentations**

9:15 a.m. – 10:15 a.m.

### **(M3) Educational Sessions & Roundtable Discussions**

10:30 a.m. – 11:45 a.m.

### **NAIA Registrars Association Annual Business Meeting**

10:30 a.m. – 11:45 a.m.

### **(ML) Luncheons**

11:45 a.m. – 1:15 p.m.

- **Graduate and Professional Schools Luncheon**

*(paid ticket required)*

*Presenter: TBD*

- **Nominations & Elections 2018-2019 Committee Luncheon**

*By invitation*

- **TAICEP: The Association for International Credential Evaluation Professionals Brown Bag Lunch**

11:30 a.m. – 1:00 p.m.

Contact: Jeanie Bell at

[Jeanie.bell@colorado.edu](mailto:Jeanie.bell@colorado.edu) or (303) 735-2437

### **(M4) Educational Sessions & Roundtable Discussions**

1:15 p.m. – 2:15 p.m.

### **(M4) Latino/Latina Caucus**

1:15 p.m. – 2:15 p.m.

### **(M5) Federal Relations General Session**

2:30 p.m. – 3:30 p.m.

*Presenter: TBD*

### **Refreshment Break in Exhibit Hall**

3:30 p.m. – 4:00 p.m.

### **(M6) Educational Sessions & Roundtable Discussions**

4:00 p.m. – 5:00 p.m.

### **(M6) Poster Sessions**

4:00 p.m. – 5:00 p.m.

### **(M6) ACAOPU Meeting**

4:00 p.m. – 5:00 p.m.

Contact: Matt López at [mattlopez@asu.edu](mailto:mattlopez@asu.edu) or (480) 965-2642

### **(M6) LGBTQA Caucus**

4:00 p.m. – 5:00 p.m.

### **(M7) AACRAO Town Meeting**

5:15 p.m. – 6:15 p.m.

### **Board of Directors' Reception for Honorees**

*By invitation*

6:15 p.m. – 7:30 p.m.

## **Tuesday, March 27, 2018**

### **INTERNATIONAL DAY**

#### **Registration**

7:45 a.m. – 4:30 p.m.

#### **AACRAO Film Festival**

7:45 a.m. – 4:30 p.m.

#### **Cyber Café Open**

7:45 a.m. – 4:30 p.m.

#### **Exhibit Hall Open**

9:00 a.m. – 3:00 p.m.

*Space available "Stop & Share Discussions" and for Professional Activity Committee meetings in the Exhibit Hall.*

### **Friends of Bill W. Meeting**

7:00 a.m. – 8:00 a.m.

### **(T1) Educational Sessions & Roundtable Discussions**

8:00 a.m. – 9:15 a.m.

### **Refreshment Break in Exhibit Hall**

9:15 a.m. – 10:00 a.m.

### **(T2) AACRAO Business Meeting**

10:00 a.m. – 11:30 a.m.

### **(TL) Luncheons**

11:30 a.m. – 1:00 p.m.

- **International Luncheon**

*(paid ticket required)*

- **Annual Meeting Planners Luncheon**

*By invitation*

### **(T3) Educational Sessions & Roundtable Discussions**

1:00 p.m. – 2:00 p.m.

### **(T3) Asian and Pacific Islander Caucus**

1:00 p.m. – 2:00 p.m.

### **Refreshment Break in Exhibit Hall**

2:00 p.m. – 2:30 p.m.

### **(T4) General Session**

2:30 p.m. – 3:30 p.m.

*Presenter: Kevin Carroll, Best-Selling Author, Expert on Creativity and Innovation, Agent for Social Change*

### **(T5) Educational Sessions & Roundtable Discussions**

3:45 p.m. – 4:45 p.m.

### **(T5) Poster Sessions**

3:45 p.m. – 4:45 p.m.

### **(T5) Black Caucus**

3:45 p.m. – 4:45 p.m.

### **(T6) Educational Sessions & Roundtable Discussions**

5:00 p.m. – 6:00 p.m.

### **(T6) Native American Caucus**

5:00 p.m. – 6:00 p.m.

# MEETING AT A GLANCE (continued)

## International Educators' Reception

6:30 p.m. – 7:30 p.m.

*(paid ticket required)*

**Sponsored by AACRAO International and The Paver Family Foundation**

## State and Regional Receptions

6:30 p.m. – 8:00 p.m.

## National Network of Law Schools (NNLSO) Networking and Social Event

7:00 p.m. – 9:00 p.m.

For information and registration, contact: Colleen Timmons at [ctimmons@tulane.edu](mailto:ctimmons@tulane.edu) or (504) 862-8835

## Wednesday, March 28, 2018

### Registration

7:45 a.m. – 12:30 p.m.

### AACRAO Film Festival

7:45 a.m. – 12:30 p.m.

### Cyber Café Open

7:45 a.m. – 12:30 p.m.

## Friends of Bill W. Meeting

7:00 a.m. – 8:00 a.m.

## (W1) Educational Sessions & Roundtable Discussions

8:00 a.m. – 9:00 a.m.

## (W2) Educational Sessions & Roundtable Discussions

9:15 a.m. – 10:15 a.m.

## (W3) Educational Sessions & Roundtable Discussions

10:30 a.m. – 11:30 a.m.

## (W3) Emerging Leader Insight (ELI) Talks

10:30 a.m. – 11:30 a.m.

## (W4) Closing Plenary

11:45 a.m. – 12:45 p.m.

*Presenter: Alan Alda, Actor, Writer, Director, and Science Advocate*

*Sponsored by: National Student Clearinghouse*

## Program Committee Group Coordinators' Meeting

*(2018-2019)*

1:30 p.m. – 3:30 p.m.

## Board of Directors Meeting

1:30 p.m. – 3:30 p.m.



# FEATURED SPEAKERS



## Opening Plenary

**Francisco Marmolejo**

*The World Bank Group*

**Sunday, 5:45 p.m. – 6:45 p.m.**

*Sponsored by*

**NATIONAL STUDENT  
CLEARINGHOUSE®**

### **“Uncertainty and Promising Prospects: The Global Landscape of Higher Education”**

Francisco Marmolejo is the World Bank’s Lead of its Global Solutions Group on Tertiary Education, and since July 2016 he also serves as the Lead Education Specialist for India, based in Delhi. In his capacity as the World Bank’s most senior official in tertiary education, he serves as the institutional focal point on the topic of tertiary education (also known as higher education in several countries), and provides advice and support to country-level related projects that the Bank has in more than 60 countries. As part of his activities, he coordinates the Bank’s internal thematic group on tertiary education, which helps to facilitate exchange of ideas among the more than 100 staff members and consultants involved in related initiatives across the globe.

Previously, he served as founding Executive Director of the Consortium for North American Higher Education Collaboration, a network of more than 160 tertiary education institutions primarily from Canada, the U.S. and Mexico, based at the University of Arizona (UA), where he also worked as Assistant Vice President. At UA, he was Affiliated Researcher at the Center for the Study of Higher Education, and Affiliate Faculty at the Center for Latin American Studies. Previously, he was an American Council on Education (ACE) Fellow at the University of Massachusetts, and also he has been Vice President for Administration and Academic Vice President at the University of the Americas in Mexico.



# FEATURED SPEAKERS

## Closing Plenary Speaker

**Alan Alda**

*Actor & Science Advocate*

**Wednesday, 11:45 a.m. – 12:45 p.m.**

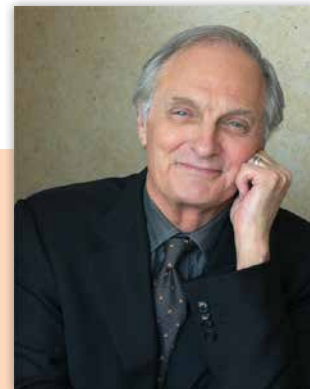
*Sponsored by*

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Actor, writer, science advocate, and director are just a few of Alan Alda's many job titles. Throughout his 40-year career, he has won seven Emmys, six Golden Globes, and three DGA awards for directing. When not garnering accolades for his roles in front of and behind the camera, Alda spent 11 years hosting *Scientific American Frontiers* on PBS.

A recipient of the National Science Board's Public Service Award, Alda is a visiting professor at and founding member of Stony Brook University's Alan Alda Center for Communicating Science, where he helps develop innovative programs on how scientists communicate with the public. His new company, Alda Communication Training (ACT), based on The Alda Method™, teaches effective communicating face-to-face and in writing. He sits on the board of A.I. research body The Future of Life Institute, alongside Stephen Hawking, Morgan Freeman, and Elon Musk, and is on the Board of Directors of the World Science Festival.

Alda published his *New York Times* bestselling memoir, *Never Have Your Dog Stuffed—And Other Things I've Learned*, in 2005. His second bestseller, *Things I Overheard While Talking to Myself*, came out in 2007. Alda's latest book, *If I Understood You, Would I Have This Look on My Face? My Adventures in the Art and Science of Relating and Communicating*, was released in June 2017.





## Tuesday General Speaker

### Kevin Carroll

Best-Selling Author, Expert on Creativity & Innovation, Agent for Social Change

Tuesday, 2:30 p.m. – 3:30 p.m.



### **“Play@Work: Instigating Inspiration + Growth through Curiosity, Imagination, and Innovation!”**

Kevin Carroll is the founder of Kevin Carroll Katalyst/LLC and the author of three highly successful books, *Rules of the Red Rubber Ball*, *What’s Your Red Rubber Ball?!* and *The Red Rubber Ball at Work*, published by ESPN, Disney Press and McGraw-Hill. As an author, speaker and agent for social change (a.k.a. the Katalyst), it is Carroll’s “job” to inspire businesses, organizations and individuals—from CEOs and employees of Fortune 500 companies to schoolchildren—to embrace their spirit of play and creativity to maximize their human potential and sustain more meaningful business and personal growth.

After serving in the Air Force for ten years and earning his college degree, Carroll became an athletic trainer at the high school and collegiate levels in Philadelphia. His expertise in sport performance recognized by the 76ers organization and led to his job as the head athletic trainer for the Philadelphia 76ers in 1995. While at the 76ers, Nike tapped Carroll to bring his unique experiences to the sneaker giant in 1997. Although no job “officially” existed at the time, Carroll was directed to create a position at the company that would add value to the overall mission of the brand. Carroll accepted the challenge and stayed for seven years as “Katalyst” (the ‘K’ is for Kevin)—a creative change agent. At Nike he was instrumental in helping the company develop a deeper understanding of athletic product performance, team dynamics and interpersonal communication. Carroll left Nike in 2004 to create his own company, Kevin Carroll Katalyst/LLC, committed to elevating the power of sport and play around the world.



# PRE-MEETING WORKSHOPS

**Saturday, March 24**  
**9:30 AM – 5:30 PM**

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## **7191: International Admissions GPS: The Road to Success**

**FEE: \$260**

Need guidance on your professional highway? Turn on the GPS and head for success! The trip starts with basic strategies in international admissions. Next stop is the knowledge base and skill set needed for credential evaluation. Reliable resources are your guideposts, and stay alert for the potholes of fraud! Share highlights of your trip with colleagues by applying what you've learned using case studies based on actual sample documents. Arrive at your destination with confidence in your work!

**PRESENTERS:**

**Ann Koenig**, AACRAO International  
**Julia Funaki**, AACRAO International  
**LesLee Clauson Eicher**, AACRAO International  
**Annetta Stroud**, AACRAO International

**Saturday, March 24 & Sunday, March 25**  
**Saturday, 9:30 AM – 5:30 PM**  
**Sunday, 8:30 AM – 3:30 PM**

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## **7487/7790: Registrar 101 & FERPA Two-Day Workshop**

**FEE: \$499**

Spend two days diving into the work of the Registrar's Office. This workshop is for those new to the profession and will address many of the 'what' and 'how' questions that make up the work of the registrar. A significant portion of the workshop will focus on understanding and applying FERPA. Attendees will leave the workshop with a greater understanding of the depth and breadth of the work of the registrar, where to find information and answers, and a solid network of professional colleagues.

**PRESENTERS:**

**LeRoy Rooker**, AACRAO  
**Kimra Schipporeit**, University of Nebraska at Kearney  
**Daniel Weber**, Northern Illinois University

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## **7488/7791: Registrar 201 Two-Day Workshop**

**FEE: \$499**

The role of the registrar is evolving and expanding, and increasingly, our work intersects with other areas on campus and beyond. The presenters will provide insights for successful navigation of this changing landscape. This workshop is geared toward those with at least five years of experience in the profession and will explore major competencies and proficiencies of the registrar profession, FERPA beyond the basics, and what issues we may face in the future. Come prepared to share and learn.

**PRESENTERS:**

**Tim Amyx**, Volunteer State Community College  
**Helen Garrett**, University of Washington - Seattle Campus  
**Rock McCaskill**, Clemson University  
**Glenn Munson**, Rhodes College (Retired)  
**Brad Myers**, The Ohio State University (Retired)

**Sunday, March 25**  
**8:30 AM – 3:30 PM**

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## **7310: FERPA 2.0: Taking Your FERPA Knowledge to the Next Level**

**FEE: \$310**

Understand and master secondary-level FERPA matters such as data requests, institutional review boards, legal requests, and retention rules. The presenters will also discuss the protocol for campus staff who assist with some of the issues that the Office of the Registrar deals with regularly.

**PRESENTERS:**

**Rhonda Kitch**, North Dakota State University - Main Campus  
**Tina Falkner**, University of Minnesota - Twin Cities  
**Rebecca Mathern**, Oregon State University



**Sunday, March 25**  
**8:30 AM – 11:30 PM**

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**7195: International Admissions GPS:  
A Global Journey**

**FEE: \$175**

This journey will provide an overview of evaluating credentials based on the world's major educational system models, with stopovers for detailed visits in high-volume countries, including China and India. Colleagues familiar with the basics of international admissions and participants from the 'International Admissions GPS: The Road to Success' workshop will benefit from this workshop. Material discussed will be applicable to both undergraduate and graduate admissions environments.

**PRESENTERS:**

**Ann Koenig**, AACRAO International  
**Julia Funaki**, AACRAO International  
**LesLee Clauson Eicher**, AACRAO International  
**Annetta Stroud**, AACRAO International

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**7351 Organizational Design: A Practical  
Approach to Optimizing your Workforce**

**FEE: \$165**

This workshop will help you determine if you are strategically deploying your workforce in support of your goals and provide a practical approach to redesigning your organization with the goal of optimizing your most important resource—your people. We will cover a step-by-step process to evaluate, design, and implement a new organizational structure utilizing real-world examples and tools you can use at your own institution.

**PRESENTER:**

**Erin Finn**, Thomas Jefferson University

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**7811: The Tech Tools of Student Service**

**FEE: \$160**

Serving students and reducing barriers to their academic success is a shared mission on our campuses. Inquiries to our offices come both in volume and in all possible modalities. What tech tools are available to efficiently and effectively respond in a timely manner? How are they used, what do you need to know, how do they help and what should you avoid? This workshop will provide guidance into the technology tools required to provide excellent student service and how to implement them.

**PRESENTERS:**

**Mark McConahay**, Indiana University - Bloomington  
**Roy Durnal**, Indiana University - Bloomington  
**Mike Szakaly**, Indiana University - Bloomington

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**7777: State and Regional Officers Workshop**

**FEE: \$0**

All state and regional officers, committee chairs, and others in leadership roles within the state and regional organizations are encouraged to attend this FREE workshop.

**PRESENTER:**

**Charlie Couch**, University of Northern Colorado

**Sunday, March 25**  
**12:30 PM – 3:30 PM**

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**7752: Recruiting Today's College and  
University Students**

**FEE: \$165**

Whether you enroll traditional first-time freshmen, returning adults, online students or international students, reaching the right students for your institution is challenging. This workshop focuses on undergraduate students, although some of the concepts and communications with adult learners may be applicable. The workshop addresses marketing, recruiting, staffing and other issues.

**PRESENTERS:**

**Tom Green**, AACRAO Consulting  
**Michele Sandlin**, AACRAO Consulting

# PRE-MEETING WORKSHOPS (continued)

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## 7176: Mind Your Own Business

**FEE: \$160**

Being busy is a sickness that has infected both our personal and professional spheres. It serves as a reassurance that our lives are “full,” that we are important, and we are in high demand. We are aware of the stress we’re causing ourselves, but can’t break the pattern of self-imposed busy. Is being too busy actually counterproductive? Come join us to find out and to find the anecdote.

**PRESENTER:**

**Helena Minerva**, *Fashion Institute of Technology*

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## 7266: Services as a Tool for Retention

**FEE: \$155**

Many factors contribute to students’ decisions to persist. Support services are one factor in the retention puzzle in which institutions have control. Are the services your institution offers comprehensive enough to meet your students’ needs? Are the services designed in a way that contribute to retention? This interactive workshop will help you answer these questions while also providing a road map for strengthening your service offerings and service delivery.

**PRESENTER:**

**Tracy Hart**, *University of New Mexico - Main Campus*

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## 7344: On the Cutting EDGE – Live! Users Group

**FEE: \$0**

This workshop will provide an overview of recent updates within EDGE (Electronic Database for Global Education) including educational profiles, as well as a developmental roadmap/timeline for technical updates. Participants are invited to provide feedback on their experiences with the product and discuss their successes, suggestions, and any issues with other users.

**PRESENTERS:**

**Drew Carlisle**, *AACRAO International*

**Melanie Gottlieb**, *AACRAO*





## AACRAO's Film Festival is Coming to Orlando!

Videos are an effective way to deliver content and to create overall interest in your institution. Has your office or department developed a creative or effective video? This is your opportunity to share your masterpiece with all of AACRAO's Annual Meeting participants.

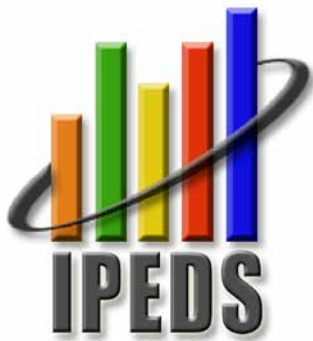
This year, **AACRAO's Film Festival** will be set up in the registration area throughout the conference, so that you can view it at your convenience. Audio for the submissions will be delivered via an App that will convert your smartphone into a speaker.

Showcase your institution in one of the categories below:

- **Marketing/Recruiting:** These include videos and/or virtual tours to promote your academic programs.
- **Welcome/Orientation:** How are new students welcomed to your institution?
- **Training**
  - External:** Do you have a video parents so they understand the campus culture and can communicate that to their child?
  - Internal:** Do various departments have videos to promote new ideas or technology?
- **Services:** Do you have a video that addresses FAQs, whether related to admissions, financial aid, etc.?
- **Philosophy/Culture:** Student engagement goes beyond the classroom. Are videos used to promote student organizations and services, as well as campus events and entertainment? No sports-related submissions, please.
- **Potpourri:** Does your video not fit into any of the above categories? Alternate submissions are welcome!

### Guidelines

- Any AACRAO member institution (no corporate entries) may submit no more than 3 videos. The submission deadline is Friday, March 2, 2018. You do not have to attend the Annual Meeting to submit a video.
- Videos should be no more than 10 minutes in length and been produced between 2016 and 2018.
- To submit a video, please e-mail **movies@aacrao.org** and we will send you submission details.
- Videos submitted for the Film Festival will NOT be used for any purpose other than showing at the 2018 AACRAO Annual Meeting. Regardless, submitters agree to obtain any and all necessary clearances and permission for this purpose.
- Videos will be reviewed by a committee for appropriate content.



## AIR/AACRAO Co-hosted IPEDS Workshop

**Sunday, March 25 ~ 7:30 a.m. – 4:00 p.m.**  
**Orlando World Center Marriott**

The Association for Institutional Research (AIR) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are co-hosting a one-day **IPEDS Workshop** for data providers and users in conjunction with AACRAO's 104th Annual Meeting. Financial support for this workshop is provided by the National Center for Education Statistics (NCES).

### IPEDS Workshop Highlights

- 7:30 a.m. to 4:00 p.m. on Sunday, March 25 at the Orlando World Center Marriott
- Six hours of instruction (demonstrations, discussions, PowerPoint presentations, and hands-on computer based training exercises) divided into two 3 hour segments
  - ~ IPEDS Data as the Public Face of an Institution
  - ~ IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness
- **Provided at no charge to participants**

### Workshop Content Description

**IPEDS Data as the Public Face of an Institution** raises the level of awareness among higher education professionals about the importance of accuracy and consistency in data reported to IPEDS. Examples of real IPEDS data used in the public domain will be incorporated, enabling participants to understand how IPEDS data are used by governmental and non-governmental entities. This module includes presentations, discussions, exercises and demonstrations utilizing IPEDS data tools and resources.

### **IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness**

is designed for participants with little to no experience in the area of conducting benchmarking studies or with the IPEDS Data Center. This module introduces the fundamentals of creating benchmarks to measure institutional effectiveness. The module provides an overview of the types of comparison groups that can be constructed using IPEDS data, with examples of appropriate use. Participants will use actual data from the IPEDS Surveys, Data Feedback Reports, and the Data Center. Exercises and resources will demonstrate processes to establish key performance indicators and identify variables to refine comparison groups.

**Note: Participants are required to bring a MAC or PC laptop with wireless capability and Microsoft Excel.**

### IPEDS Workshop Online Registration

This workshop is limited to 45 participants and workshop seats are allocated on a first-come, first-served basis. Seat confirmations are delivered via email on a rolling basis approximately 3 business days after an online seat registration is submitted.

For additional information and to request a seat, [click here](#).

### Questions?

**E-mail:** [ipedsworkshops@airweb.org](mailto:ipedsworkshops@airweb.org)  
**Phone:** (850) 385-4155 x202

# SESSIONS BY TOPICS

(tentative list as of November 2017)



## Academic Progress and Graduation

- “We are all Individuals!” Web Portals for Hyper-Individualized Interaction
- AACRAO’s Guide to Graduation Ceremonies: A Discussion with the Authors
- Academic Regalia: Traditions and Trends
- Graduation CC Style
- Higher Education Trials & Tribulations
- Making Effective Use of Degree Audit Metrics
- NJIT Says Bye to Grad App
- Student Exit Process

## Admissions Policies and Practices

- Admission of Underrepresented Students in Absence of Affirmative Action
- High School Grade Inflation and How College Admissions Staff are Adapting
- Incorporating Environmental Context Data into Admissions and Retention
- Miles Away, Yet Seconds Apart: How to Engage Remote Staff
- New Selection Tests of Professionalism: Diversity, Cost, Access, Validity
- ROAR:Required Orientation, Advising, Registration and Recruitment Plan

## Asian and Pacific Islander Caucus

- Asian-Pacific Islander Caucus: A Forum for Inclusion and Engagement
- Looking Beyond: “We Are Not All the Same Asians!”

## Black Caucus

- Black Caucus Meeting
- Inspiring Transformational Authentic Leadership
- Roundtable: Black Women Leaders Managing Work-Life-Balance

## Community College Issues Committee

- Be Our Guest
- Establishing Infrastructure in Enrollment Management at Community Colleges
- Roundtable: Community College Issues

## Distinct Programs and Populations

- Caught in the Middle: Implementing a Prior Learning Assessment Program
- NAIA Eligibility Case Studies
- NAIA Registrars Association Annual Business Meeting
- Roundtable: Law School Registrars & Admissions
- Roundtable: Registrars of Faith-Based Institutions
- Roundtable: Veteran Services

## Enrollment Management and Retention

- 10 Retention Questions
- Advising Online Student by Building Relationships
- Building and Empowering Cross-Functional Teams for Student Success
- Designing Services for Retention
- Mine Your Own Business: Predictive Modeling, Data Mining and Your SEM Plan
- Predictive Analytics: Fail Fast to Succeed

## Federal Compliance

- Applying FERPA in Real Life Settings
- Classes, Calendars, and Compliance Challenges
- FERPA Policy and Procedure Audit
- FERPA Update and Q&A
- FERPA: The Basics
- Title IX and the Role of the Registrar
- When Your Students Don’t “Fit” in Your System’s Boxes

## Financial Aid and Enrollment Services

- Developing a Free College Tuition Initiative
- Enrollment and Financial Aid Joining Forces to Create a New Service Model
- Enrollment Reporting Using a 3rd Party Servicer
- Graduate Student Debt: When is Enough Too Much?
- Managing Difficult Conversations During the Enrollment Process
- One Stop: Evolving from Transactional to Transformative
- What Do Registrars, Faculty, and Deans Need to Know About Financial Aid?
- Your Student is Done But They Do Not Want to Graduate. Why Should You Care?



# SESSIONS BY TOPICS (continued)

## Graduate and Professional School Issues

- Curriculum: Round and Round We Go, Where We Stop, the Registrar May Know!
- Graduate and Professional Schools Issues Panel Discussion
- NNLSO Business Meeting and Breakfast
- Preparing Undergraduates for Professional Success
- Roundtable: Graduate and Professional Schools
- Social Media Etiquette for Graduate and Professional Students
- Student Success is Not an Option: Registrar Tales of Collaboration
- Using SIS Systems for Law School Bar Certifications

## Information Systems and Technology

- A Data Science Approach to Designing Smarter Services
- Accessibility for People with Disabilities: Impact on Your Digital Campus
- Advancing the Mission of Data Governance and Data Stewardship
- Classroom Scheduling Systems Panel
- Implications of Automation: The Downstream Impacts of Tech Progress
- Is it Armageddon? With New Technologies, What Will We Do in 10 Years?
- Managing Student Systems for Graduate and Professional Schools
- Managing Vendor Relationships
- NYU Tandon School of Engineering Virtual Reality App
- Regipedia: Using a Wiki to Better Document Your Departmental Processes
- Roundtable: Strategies for Data and Systems Interoperability
- Student Success Systems: Harnessing IT solutions
- The Registrar and IT Partnership
- Upgrading to Banner 9: A Panel Discussion
- Upgrading to PeopleSoft Campus Solutions 9.2
- Utilizing Blockchain Technology to Secure Digital Documents

## Institutional Research

- Head in the Cloud, Feet on the Ground: A Cloud Migration Love Story
- IPEDS Update
- Look into my Crystal Ball: The Art of Prediction-Driven Enrollment Success
- Making the Most out of Course Evaluation Data
- Once Upon a Time: Telling Effective Data Stories
- Standardizing College Admissions Data from Vendors: The Path & the Promise
- System Integration Strategies: Coordinating Data between Different Systems

## International Admissions

- From Zero to Expert in Credential Evaluation: Three Perspectives in Career Development
- Three-Year Degrees that are Four-Year, and Four-Year Degrees that are Three-Year Degrees
- Cambridge AS and A Levels in the US Context: What You Need To Know
- China: International Admissions Basics
- Grading Conversion Interpretation & Concordance
- Groningen Declaration Updates: Developments in Global Data Exchange
- India: From the Top!
- Indonesia: The Next Top Sender?
- International Document Overview: Diverse Admissions Roles
- International Secondary Schools: Who's Educational System Is It, Anyway?
- International Student-Athlete Topics
- International Evaluation Philosophies Examined: Year Counting, Benchmarking and Three-Year Degrees
- North of the Border: An Overview of Education in Canada
- Online Verification Tools for Evaluating International Secondary Education
- Partnering with EducationUSA for International Student Recruitment
- Research Findings in International Education: Top Ten Changes in EDGE 2017
- Roundtable: Challenges in International Admissions
- Strategies of Success: Credential Evaluation 101



- 'Transcriptese' 101: A Course in Learning How to Read Global Transcripts
- UGC vs NAAC vs AICTE: What is the Difference and Does It Matter?

### **International Publication Advisory**

- Avoiding Bias and International Transfer Credit
- China's Compulsory Higher Education Courses: Evaluation and Transfer
- Issues in German Education
- Mutual Recognition: The 24th Joint Meeting of the ENIC-NARIC Networks
- Update on Cuba

### **International Recruitment and Marketing**

- Diversity and Inclusion in International Recruitment

### **Latino Latina Caucus**

- Caucus Kickoff: Creating and Sustaining Diversity and Inclusion
- Latino-Latina Caucus

### **LGBT Caucus**

- Beyond Pronouns and Policy: Moving Towards Trans-Inclusive Practices
- Encouraging Progress: Change Management and Trans\* Student Resources at BU
- Joint Caucus Reception
- LGBTQIA Caucus Meeting

### **Mentor Services**

- AACRAO Basics
- Emerging Leader Insights (ELI)
- First-Time Attendee Feedback and Wrap-Up
- Prepping for Promotion: The Journey and Beyond
- Spinning Plates While Dancing: How Professionals Pursued Advanced Degrees

### **Native American Caucus**

- Native American Caucus

### **Poster Sessions**

- Admissions: One Stop Quick View
- EducationUSA
- How Perceptive Content Improved Governors State's Degree Audit Process
- Preventing and Coping with Job Burnout
- STRESS TESTS Equals Student Success
- What Is SPEEDE? And What Can SPEEDE Do for Me?
- What the Heck Is EDX?

### **Professional Access and Equity**

- Our Place on Campus
- Roundtable: Leading in Inequality

### **Professional and Staff Development**

- Are Leaders Really Born, and Not Made?
- Attack of the CLONEs: Working with Challenging Colleagues
- Authors and Audiences, or How Aristotle Can Make You a Better Communicator
- Conflict Leadership: Learning to Lead through Conflict
- Consensus-Building and Conflict Resolution: Keys to Constructive Engagement
- Creating a Positive and Productive Work Climate
- Doing What Works: Using Evidence-Based Management in Your Office
- Effective Staff Training
- How to Develop Staff: An "Uncut" Discussion of Staff Engagement Strategies
- iGen: What You Should Know About Post-Millennial Students
- Not Bad for a Rookie: Leveraging Learning and Experience in the Workplace
- Registrars as Moral Leaders: Navigating Bias and Other Ethical Minefields
- Stop, Drop, and Roll! Prevent the Fires Instead of Fighting Them!
- Strategic Planning 101
- Student Services Staff & the Registrar: A Comprehensive Communication Plan



# SESSIONS BY TOPICS (continued)

## Recruitment and Marketing

- Drowning in a Sea of Sameness: Differentiating our Institutional Messages
- Marketing for Recruitment and Retention
- Recruitment and Financial Aid - The Perfect Union
- Re-Defining the 'Why, How, and What' of Transfer Pathways and Partnerships
- There is an App for That! Leveraging Social Media in Your Admissions Funnel
- What is Campus Life Like? Helping Regional Recruiters Stay Connected

## Registration and Academic Support

- Academic Scheduling Study: Aligning Class Schedules with Student Completion
- Academic Standing for Students in Developmental Courses
- Finding the Balance with Title IX and Academic Record Integrity
- Late Registration: How Late is Too Late?
- Roundtable: Registrars for Medium Institutions (8,000 to 15,000)
- Roundtable: Registrars for Large Institutions (>15,000)
- Roundtable: Scheduling Policies and Systems
- The Priority Registration Premise and Evolving Student Records Systems

## Small College Issues

- "Other Duties as Assigned"
- A Great Marriage: Advisor and University Registrar
- Building Campus Relationships
- GI Bill Efficiency: Leveraging Technology for Student Veteran Success
- Optimum Success: Strategic Enrollment Management for Small Colleges
- Roundtable: Small College Admissions
- Roundtable: Small College Registrar

## Special Sessions

- ACAOPU Members Meeting
- Closing General Session: Alan Alda
- Graduate & Professional Schools Luncheon
- Monday General Session
- National Student Clearinghouse Forum

- Opening General Session: Uncertainty & Promising Prospects: The Global Landscape of Higher Education
- State and Regional Best of the Best
- Tuesday General Session: Play@Work: Instigating Inspiration + Growth
- Tuesday International Luncheon

## SPEEDE

- Show Me the Money: Cost Benefits of Electronic Transcript Exchange
- Case Studies: The Secure Electronic Exchange of PDF Student Transcripts
- Electronic Transcript Exchange: EDI, XML, PDF – Contrast and Compare
- Got Data? Best Practices in Extracting OCR Data for Electronic Transcripts
- Roundtable: Discussion for Sending and/or Receiving Electronic Transcripts
- The EDX Chronicles: Maximizing the Benefits of Electronic Transcripts
- The Funky-Tech Overview of Implementing Electronic Transcripts Exchange

## State and Regional Relations

- Everything You Need to Know About Social Media - and Donuts!
- State & Regionals Working with Legislatures/State Higher Authorities
- State and Regional Association Best Practices

## Student Academic Records

- An Evolving Credential
- Collaborative Solutions to Records Management Challenges
- Disciplinary Transcript Notations: A Year in Review and Discussion
- Extreme Makeover: Directory Information Edition
- Feed the Beast: A Multi-Faceted Approach to Operational Data Requests
- LEAN and the Registrar: A Diet Worth Following!
- Multiple Campuses, Multiple Countries: One University
- NCAA Eligibility Certification: Our Rules or Theirs
- Plan for the Coming Disruption
- Working NSC and NSLDS Error Reports



## Student Access and Equity

- Checking Your Privilege: What Does it Mean, and Why Does it Matter?
- Evolution of a Semester Gap Program
- HB2: Recruitment Impact
- Panel: Current and Emerging Issues in Student Access and Equity!
- Student and Community Engagement IS an Access, Equity and Inclusion Issue!
- The Struggle is Real...Streamlining Multiple Services for URM Students

## Study Abroad

- Academic Ethics Across Cultures
- Faculty-Led Study Abroad Programs: Challenges and Opportunities
- Roundtable: Study Abroad Issues
- Study Abroad 101 for Registrars
- Study Abroad School of Record Relationships: Transcripts and Beyond

## Transfer and Articulation

- Awarding Applicable Credit for Military Service: Collaboration is Crucial!
- Interstate Passport: Block Transfer of Lower Division General Education
- Mapping and Leveraging ACE Credit Recommendations
- Resources for Evaluation of Military and Veteran Student Credit
- Roundtable: Transfer Issues

## Workshops

- FERPA 2.0: Taking Your FERPA Knowledge to the Next Level
- International Admissions GPS: A Global Journey
- International Admissions GPS: The Road to Success
- Mind Your Own Business
- On the Cutting EDGE — Live! Users Group
- Organizational Design: A Practical Approach to Optimizing your Workforce
- Recruiting Today's College and University Students
- Registrar 101 & FERPA
- Registrar 201
- Services as a Tool for Retention
- State and Regional Officers Workshop
- The Tech Tools of Student Service



# EXHIBITORS

(as of November 2017)

- AACRAO
- AACRAO Consulting
- Ad Astra Information Systems, LLC
- Army Recruiting
- Association of International Credential Evaluators (AICE)
- BMI Digital Reel
- Cambridge Assessment Inc.
- Campus Management Corp.
- Civitas Learning, Inc.
- CollegeNET, Inc.
- CollegeSource, Inc.
- CourseLeaf from Leapfrog Technologies
- Credentials Solutions
- DIGARC
- DocFinity
- Educational Credential Evaluators
- Ellucian
- EMPOWER Student Information System
- ETS TOEFL
- GradImages
- Herff Jones LLC
- Infosilem
- International Education Research Foundation - IERF
- Jenzabar
- Jonesville Paper Tube Corporation
- Jostens
- Laserfiche
- Lifetouch Special Events
- Micah's Printing
- National Student Clearinghouse
- OnBase by Hyland
- Oracle
- Paradigm
- Parchment
- SCRIP-SAFE Security Products
- Unit4
- Visual Schedule Builder
- Workday, Inc.
- World Education Services

# REGISTRATION INFORMATION



## 3 Easy Ways to Register:

- 1 Online**
- 2** Fax the completed form to: **(301) 694-5124**
- 3** Mail the completed form to:  
**AACRAO – IV**  
**PO Box 37500**  
**Baltimore, MD 21297-3500**

On-site registration will be available, although attendees are encouraged to register in advance. We cannot guarantee that registrations mailed after March 15, 2018 will be processed prior to the meeting.

## Registration Fees

To qualify for the **member rate**, the registrant must be a paid member on an active AACRAO membership roster (institutional, affiliate, corporate, organizational, or individual).

Registrants may register at the **One Day Only** rate once. If attending more than one day, they must register at the applicable rate for the entire meeting.

**Guest registration** is available for spouses, companions, and children of registrants. A discounted guest registration fee is offered to children under 18. Registered guests may visit the Exhibit Hall and attend the Welcome Reception and other special events (excludes professional development sessions).

Discounted registration is available to **first-time minority attendees from higher education institutions**. The completed First-Time Minority Attendee Form must be submitted with the registration form. If registering online, the form may be completed online during the registration process or submitted separately to [meetings@aacrao.org](mailto:meetings@aacrao.org).

## EARLY BIRD REGISTRATION DEADLINE ~ FEBRUARY 16

### Early Bird Deadline

The deadline for early bird registration is **February 16, 2018**. Registration forms must be faxed or postmarked by that date to qualify for the early bird rate. Online registrations must be entered by 12 midnight EST on February 16, 2018 to qualify.

### On Site Registrations

Meeting registrations will be accepted on site at an additional \$50 fee.

### Payment

Registrations **MUST** be accompanied by check, money order, or credit card charging authorization. Forms received without payment will **NOT** be processed. **AACRAO does not accept purchase orders (P.O.s) for conference registration payment.** Funds must be in U.S. dollars. Checks or money orders should be made payable to AACRAO. (For accounting purposes, the AACRAO Federal Tax ID number is 52-2274900.)

### Confirmations

Confirmations will be sent via e-mail to registrants within one week of receipt. If an e-mail address is not provided, or if an e-mail sent to you is returned as undeliverable, you will receive a confirmation via fax or regular mail within 5-7 business days.

### Tickets & Badges

Paid workshops, luncheons, and the International Educators Reception require tickets that will be distributed along with your badge at the Annual Meeting. Name badges are required for admission to all events and the exhibit hall.

### Substitutions, Cancellations, and Refunds

All changes, substitutions, and cancellations must be made in writing. Substitutions may be made without penalty. Fax to (301) 694-5124 or e-mail [aacraoannual@experient-inc.com](mailto:aacraoannual@experient-inc.com).

# REGISTRATION INFORMATION

## Deadlines for refund of attendee registration, guest, and workshop registration fees:

**By February 2, 2018** — Full refund less \$50 processing fee

**From February 3, 2018 to March 14, 2018** — Full refund less \$150 processing fee

**After March 4, 2018** — No refund

If AACRAO cancels a meeting, it will make every effort to notify registrants in advance. AACRAO is not responsible for any charges or cancellation fees assessed by airlines, hotels, or travel agents.

## Special Needs

If you have special needs and require accommodation to fully participate, please e-mail a description of your requirements by **February 2, 2018** to [meetings@aacrao.org](mailto:meetings@aacrao.org).

Should you require special hotel accommodations, please notify the hotel when making your reservation.

## Questions?

**For registration only:** Call (800) 310-7554 or (240) 439-2554 or e-mail: [aacraoannual@experient-inc.com](mailto:aacraoannual@experient-inc.com).

*Please allow seven business days for processing of form before calling to confirm receipt of form and/or changes submitted.*

## Travel to Orlando

### Orlando International Airport (MCO)

**Distance:** 17 miles

**Drive time:** Approximately 30 minutes depending on traffic

**Taxi:** Approximate cost is \$55 (one way)

Please see the Annual Meeting [Travel and Transportation web page](#) for additional transportation options once you arrive in Orlando.

# Registration Form

Fax to: 301-694-5124  
 Mail to: AACRAO – IV  
 PO Box 37500 • Baltimore, MD 21297-3500  
 Questions call: 800-310-7554/240-439-2554 or  
**Email: AACRAOannual@experient-inc.com**

Key Code: \_\_\_\_\_

**PLEASE PRINT CLEARLY.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Badge Name \_\_\_\_\_  
 Title \_\_\_\_\_ E-mail \_\_\_\_\_  
 Institution/Company \_\_\_\_\_ Telephone\* \_\_\_\_\_ Fax\* \_\_\_\_\_  
 Address \_\_\_\_\_ Twitter Handle \_\_\_\_\_ @ \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
 Guest Name (Additional Fee) \_\_\_\_\_  
 Guest Badge Name \_\_\_\_\_

\*International registrants should list their country and city codes.

**Registration Fees:**

	<b>Cost</b>		
<b>Registration Category (Please indicate with an X)</b>	<b>By Feb 16</b>	<b>After Feb 16</b>	<b>On Site</b>
<b>Member (Named Roster Members Only)</b>	[ ] \$660	[ ] \$810	[ ] \$860
<b>Student Member (Dues Paid Student)</b>	[ ] \$330	[ ] \$405	[ ] \$430
<b>Member Corporation (not exhibiting, sponsoring, or presenting)</b>	[ ] \$2900	[ ] \$3050	[ ] \$3100
<b>Nonmember (Non-Roster Members)</b>	[ ] \$860	[ ] \$1010	[ ] \$1060
<b>Nonmember Corporation (not exhibiting, sponsoring, or presenting)</b>	[ ] \$3400	[ ] \$3550	[ ] \$3600
<b>Member Minority First-Time Attendee (with signed application)</b>	[ ] \$560	[ ] \$710	[ ] \$760
<b>One-Day Member Institution (Day: _____)</b>	[ ] \$400	[ ] \$490	[ ] \$520
<b>One-Day Nonmember Institution (Day: _____)</b>	[ ] \$500	[ ] \$590	[ ] \$620
[ ] Interassociation Guest* [ ] Honorary Member* [ ] Board of Directors* [ ] Program Committee* [ ] Co-Chair of Volunteers* *Requires Prior Approval	[ ] Complimentary*		
<b>Guest Registration for Spouses, Partners, Children (18 &amp; over)</b>	[ ] \$190		
<b>Guest Registration for Children (under 18)</b>	[ ] \$95		
<b>Guest Name(s):</b>			

**Pre-conference Workshops/Ticketed Events (additional fee):**

Workshop Title(s)	Workshop No.	Start Time	Fee

Ticketed Events	Day/Time	# of Tickets	Fee
State & Regional Officers Workshop	Sun 8:30 a.m.		\$0
By invitation only: Chairs of 2017-2018, 2018-2019 Professional Activities Committees Luncheon	Sun 11:15 a.m.		\$0
Joint Caucus Reception	Sun 2:45 p.m.		\$0
First Time Attendees Orientation & Welcome	Sun 3:15 p.m.		\$0
National Network of Law School Officers (NNLSO) Business Meeting & Breakfast	Mon 8:00 a.m.		\$0
Graduate & Professional Schools Luncheon	Mon 11:45 a.m.		\$50
International Luncheon	Tue 11:30 a.m.		\$50
International Educators Reception	Tue 6:30 p.m.		\$35
NNLSO Networking & Social Event (Ticket fee collected at NNLSO Business Meeting)	Tue 7:00 p.m.		N/A

**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/Ticketed Event Fee \$ \_\_\_\_\_  
 Total Amount to be Charged \$ \_\_\_\_\_

**My primary reason for attending AACRAO's 104th Annual Meeting is to (check only one):**

- [ ] Learn
- [ ] Network
- [ ] Deliver a presentation
- [ ] Evaluate vendor products/services
- [ ] Have fun

**Special Interests (check all that apply)**

- [ ] First AACRAO Meeting
- [ ] Presenter
- [ ] Past AACRAO President
- [ ] NNLSO

**Organization Type (check only one)**

- [ ] Educational Institution
- [ ] Non-Profit Organization
- [ ] Government Agency
- [ ] Corporation/Consultant

**Area of Responsibility & Interest (check all that apply)**

- [ ] Academic Advising
- [ ] Records/Registration
- [ ] Enrollment Management
- [ ] Transfer & Articulation
- [ ] Institutional Research
- [ ] Int'l Credential Evaluation
- [ ] Other \_\_\_\_\_
- [ ] Admissions
- [ ] Financial Aid
- [ ] Student Affairs
- [ ] Int'l Admissions
- [ ] Computer/IS

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

- Indicate if you are interested in a Caucus:
- [ ] Asian-Pacific Islander Caucus
  - [ ] Black Caucus
  - [ ] Latino/Latina Caucus
  - [ ] LGBTQA Caucus
  - [ ] Native American Caucus

**Meeting Attendance**

Attended Annual Meeting in 2017? [ ] Yes [ ] No  
 # of Annual Meetings attended \_\_\_\_\_  
 Attended Tech/Transfer Conf in 2017? [ ] Yes [ ] No  
 # of Tech/Transfer Conf attended \_\_\_\_\_  
 Attended SEM in 2017? [ ] Yes [ ] No  
 # of SEM Conferences attended \_\_\_\_\_

**Special Meal Request**

- [ ] Vegetarian
- [ ] Vegan
- [ ] Food Allergy \_\_\_\_\_

**Special Service**

[ ] Attach a description if you have special needs.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Office Use Only</b>	Date Received _____	Check # _____	Check Total _____
	Sheet Total _____	Date Entered _____	Entered By _____



# AACRAO Annual Meeting First-Time Member Minority Attendee Discount Form

AACRAO continues to affirm its commitment to increase minority participation in higher education administration and in our association. Therefore, we are offering the opportunity for first-time, minority attendees from higher education institutions to register for the Annual Meeting at a discounted meeting registration rate.

**The discount applies only to the *conference registration fee* and not to fees for guests, workshops, meals, tours, housing, etc.**

You are qualified for the waiver if you can answer **YES** to **all** questions:

## YES NO

- Are you a roster named member from your institution?
- Are you attending an AACRAO Annual Meeting for the first time?
- Do you belong to a minority group as defined below?
- Are you an employee of a higher education institution?
- Are you a U.S. citizen?

### Minority (Please Check One Box)

- African-American/Black/Non-Hispanic     American Indian/Alaska Native     Latino/Latina  
 Asian-American/Pacific Islander     Other (specify \_\_\_\_\_)

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

### Statement of Eligibility

*I am eligible to apply for a minority waiver having answered **YES** to **all** the questions above.*

Signature of Waiver Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Instructions

**To apply for the discounted registration fee, submit this signed form with the regular meeting registration form. If registering online, please submit it separately to the registration fax number or mailing address.**

**Comments or Questions?**  
**(202) 293-9161**  
**[meetings@aacrao.org](mailto:meetings@aacrao.org)**



One Dupont Circle, NW, Suite 520  
Washington, DC 20036  
[www.aacrao.org](http://www.aacrao.org)

**EARLY BIRD REGISTRATION  
DEADLINE ~ FEBRUARY 16**

A black graduation cap with a red tassel sits on top of a clear glass jar filled with stacks of coins. The background is a soft, out-of-focus green.

**Does your institution  
have limited funds?**

**Apply for a  
Conner Scholarship.**

The Conner Scholarship fully covers your Annual Meeting registration fee (excluding workshops and other ticketed items). Eligible employees or students studying/working at a member institution are encouraged to apply. [Learn more.](#)

