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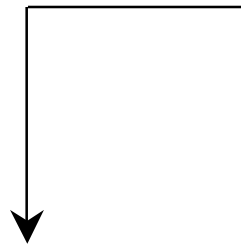
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**grand
rapids
2002**

MACRAO

**Seventy-Fourth
Annual Meeting**

A Message from the President Elect

WELCOME TO GRAND RAPIDS!! MACRAO is truly pleased to hold its 74th Annual Conference November 6-8, 2002, to celebrate **MACRAO ON THE GRAND ... THE TIME IS NOW.**

As President-Elect, I have thoroughly enjoyed planning the annual conference. Along with the Local Arrangements Committee, Committee Chairs and individual MACRAO members we hope to provide you with a fantastic program full of valuable sessions, discussion and interaction among your colleagues. We also hope the Grand Rapids area will offer a distinctive flavor with unique attractions.

The 2002 Local Arrangements Committee was amazing! They were truly committed to making this a conference to remember. We hope that you will find the MACRAO conference a valuable and rich experience and that you have the opportunity to network with your colleagues in Michigan.

2002 Local Arrangements Committee:

Cherie Hatlem, Albion College

Sedgwick Harris, Kellogg Community College

Jeff Hartman, Grand Rapids Community College

Pam Liberacki, Western Michigan University

Michael Lopez, Grand Valley State University

Tory Parsons, Grand Valley State University

Angie Schlosser-Bacon, Aquinas College

Steve Shablin, Oakland University

Howard Shanken, Grand Rapids Community College

Terah Zaremba, Grand Valley State University

We encourage you to join us at this year's conference ... the time is now!

Sincerely,

Tory Parsons, President Elect

**MICHIGAN ASSOCIATION OF COLLEGIATE
REGISTRARS AND ADMISSIONS OFFICERS**

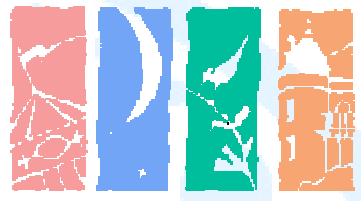
announcements



Bring a Give-Away!

We are asking each institution to bring a college item (sweatshirt, mug, t-shirt, etc.) for donation as a give-away prize. You can drop off your item at the Registration Desk when you check in. **Thank You!**

Wednesday evening MACRAO members will enjoy a unique dining experience at the Van Andel Museum.



www.grmuseum.com

Be sure to check out the Amway Grand Plaza web site for information on directions and parking.



www.amwaygrand.com

Please join us for a night of live Jazz music Thursday at ...



www.thebob.com

MACRAO presents Thursday evening entertainment with the ...



THE CALVIN COLLEGE ALUMNI IMPROV TEAM

www.rivercityimprov.com

PLEASE PRINT THIS CONFERENCE PROGRAM AND BRING IT WITH YOU TO THE ANNUAL CONFERENCE. THANK YOU.

→ *keynote speaker*

“WHAT TIME IS IT?”

MACRAO PROUDLY WELCOMES CHRISTINE HOLTEN-CASHEN!

Christine is an award-winning and highly recognized speaker who has presented over the past 7 years to thousands of individuals coast to coast throughout the United States, Canada, South Africa, and Australia.



Christine holds a Bachelors Degree in Communication and a Masters Degree in Adult Education. What makes Christine unique is the “real” factor. Drawing from her varied background as a business owner, university admissions officer, corporate trainer, credentialing agent, and broadcaster, she combines a down-to-earth attitude with a colorful artistic streak. She is a professional member of the National Speakers Association and is an authority on sparking innovative ideas to handle conflict, reduce stress, and energize employees. Christine is featured regularly as a creativity expert in *HOW Designs at Work* magazine.

Christine Holton-Cashen will help identify problems that increase your stress level and ignite a creative spark to generate solutions. You will find her fun and funny with something useful to say. We are happy to have Christine back to her “home state” and with her MACRAO family once again for a dynamic kick off to our fall conference. Join us at the beautiful Amway Grand Plaza to put a jet-pack on your back.



THE TIME IS NOW AND IT’S ABOUT TIME!



MACRAO on the Grand ...

The Time is Now!

2002 MACRAO CONFERENCE AGENDA

WEDNESDAY, NOVEMBER 6TH

10:30-3:00 p.m. PRE-CONFERENCE WORKSHOP-GRADUATE & PROFESSIONAL STUDIES
"GRADUATE RECRUITING AND ADMISSIONS IN NEW DIRECTIONS"

4:00-5:00 p.m. FIRESIDE CHATS

- FS 1** First Timers Session (for first time conference attendees)
- FS 2** Birds of a Feather for SIS Users (Peoplesoft, SCT, Datatel)
- FS 3** MACRAO College Web Site Editors
- FS 4** Building a Professional Development Ladder for Admissions Professionals
- FS 5** The MACRAO Definition of an "Official Transcript" Revisited

6:00-10:00 p.m. VAN ANDEL MUSEUM DINNER

THURSDAY, NOVEMBER 7TH

7:30-8:30am BREAKFAST

7:30-8:30 a.m. COMMITTEE CHAIR/CO-CHAIR BREAKFAST

9:00-10:30 a.m. KEYNOTE SPEAKER - CHRISTINE HOLTON-CASHEN

10:45-11:45 a.m. SESSION ONE

1.1 Legislative Update

This session will provide an update on the latest happenings in Lansing and how these legislative issues will impact those of us in higher education or the students we aim to recruit. This session promises to be full of interesting issues.

Presenter: Jim Ballard, Michigan Association of Secondary School Principals

Committee Sponsor: Executive

Session Leader: Dorene Root, Central Michigan University

1.2 Foreign Students! Different Cultures! Language Issue! What to do?

A significant earmark of our culture is our language. When people move to the United States, they move into a totally foreign environment where they must learn to survive. Part of that survival often includes education. With the influx of foreign speaking students into our classrooms, we are faced with a myriad of new

challenges. While most of them have been taught the English language, the nuances of the language are learned in its use. This session is designed to provide some “tips” to dealing with those students whose first language is not English and who are difficult to understand as well as who have difficulty understanding.

Presenter: Judith Muhammad, Ph.D., University of Phoenix

Committee Sponsor: Graduate and Professional Studies

Session Leader: Tricia Hack, Lawrence Technological University

1.3 Imaging

The session will describe how GVSU introduced imaging into the Registrar’s Office. The office has an eye toward a fully integrated workflow process when funds become available. In anticipation of that acquisition, staff in the Registrar’s Office have begun scanning documents to release precious floor space, be poised to take full advantage of the workflow software when implemented, and most importantly introduce ourselves to a technology that we knew little about.

Presenter: Marcia Stoutjesdyk, Grand Valley State University

and Bill Widmaier, Grand Valley State University

Committee Sponsor: Registrars Practices

Session Leader: Sue Deel, Alma College

1.4 Articulation 101 – Bridge Under Construction

This session will focus on building a firm foundation and understanding the basics of articulation and transfer issues.

Presenters: Tom Hoiles, University of Michigan-Flint and Jan Munday, Schoolcraft College

Committee Sponsor: Articulation

Session Leader: Susan Cushnier, University of Michigan-Dearborn

1.5 Building Blocks to Building Relationships: Using Business Techniques to Improve Relationships in Higher Education

Session will provide an understanding of Customer Relationship Management (CRM) and why we want good customers and good techniques. It will also provide a description of the CRM pyramid, the role of the leader in CRM, decision making that affects the way enrollment people manage relationships with students.

Presenters: Kristen Beal, Corinthian Schools, Inc. and LynnAnn Mowery, Davenport University

Committee Sponsor: Enrollment Management

Session Leader: Nancy Rehling, Michigan Technological University

1.6 How Do I Make My Visits Count: Let Me Count the Ways!

We all make numerous types of “visits” representing our institutions at high schools, community colleges, work sites, agencies and churches. What are some “tips” and best practices for making the various types of visits effective? The presenters will share ideas and solicit additional suggestions from the audience.

Presenters: Katie Krcatovich, Schoolcraft College and Rochelle Danquah, Michigan Technological University

and Andrew Wright, Eastern Michigan University and Cary Vajda, Northern Michigan University

and Gerri Daniels, Northern Michigan University

Committee Sponsor: Enrollment Management

Session Leader: Cheryl Hagen, Schoolcraft College

1.7 How to Utilize Your Student Workers-Beyond Tours and Filing: An Internship and Ambassador Program Like You Have Never Seen

This session will demonstrate two programs that utilize students (beyond stuffing envelopes and giving tours) in the Aquinas Admissions Office. These two ways provide an alternative to general student help: utilizing assets the students have while giving them the opportunity to network and earn money and college credit. Not only are these programs great for students but this has proved to be a feeder program for admissions hires for the past 25 years.

Presenters: Angie Schlosser-Bacon, Aquinas College and Dana Samotis, Aquinas College

Committee Sponsor: Secondary School Relations

Session Leader: Carrie Ziegler, Ferris State University

1:45-2:45 p.m. SESSION TWO

2.1 FERPA Update

Institutional legal responsibilities relating to the confidential release of student academic record information, students' rights to inspect their education records, and additional topics related to FERPA will be covered.

Presenter: Joseph Roof, AACRAO Representative

Committee Sponsor: Executive

Session Leader: Holly Diamond, Lawrence Technological University

2.2 National Specialty Accreditation: What Does it Mean for Articulation and Transfer?

A freshly retired community college articulation veteran will discuss national specialty accreditation. What accrediting agencies are there, other than North Central, how did they get to be agencies, and what do they stand for? Should we accept credits from any or all of them? How do we decide? Dr. Kurlandsky worked with accreditation and transfer planning at Grand Rapids Community College. She has been elected to serve on the Commission on Massage Therapy Accreditation and also serves as a consultant with the Accreditation Council for Optometric Education. She now works as a free-lance consultant with post-secondary schools who are seeking accreditation. Many schools ask "why bother"? After that, the first decision is which accrediting agency to use, and what effect this will have on the transferability of credits.

Presenter: Ruth Kurlandsky, Accreditation and Articulation Consultant

Committee Sponsor: Articulation

Session Leader: Tom Hoiles, University of Michigan-Flint

2.3 Revealing Relations: The Naked Truth

This session will provide a stimulating discussion into methods and ideas designed to maximize and improve relationships at high schools. You will leave with real ideas from your peers and high school staff about increasing your effectiveness in the challenging world of the high school. We will strip the secrets of building positive relations down to the "naked truth."

Presenters: Tom Saelens, Mott Community College

and Malea Nicolet, Grand Rapids Community College

Committee Sponsor: Secondary School Relations

Session Leader: Tom Saelens, Mott Community College

2.4 Procrastinate Later

Get over it and get it done! In this interactive and informational session, you will learn how to overcome blocks and put more day into your time. Through creative thinking and easy-to-use tools for ultimate productivity, learn how to get more done with less stress. Deal with professional interrupters, find your desktop, and handle conflicts that stop you in your tracks. Why procrastinate now when you can procrastinate later!

Presenter: Christine Holten-Cashen

Committee Sponsor: Executive

Session Leader: Carol Taberski, Northwestern Michigan College

2.5 The Interactive Solution: Creating a Promotional CD ROM

Enhance your admissions materials with Iconic i.d.'s digital business card using the most unique and powerful technology to state your message while delivering prospects to your website and on-line application. Iconic i.d.'s mini-CD-ROMS fuse view books, videos, web links, and printable documents into a compelling interactive presentation. Our award winning team of designers' portfolio includes: Georgetown University, Vanderbilt University, Washington State University, Kirksville School of Osteopathic Medicine, University of North Dakota, Boston College, Wake Forest, Philadelphia College of Osteopathic Medicine and the University of Washington. Add a new dimension to your admissions marketing and advertising needs by transforming your materials into a dynamic interactive message that is heard and remembered.

Presenter: Steven Haley, Iconic Interactive Design

Committee Sponsor: Data & Technology

Session Leader: Tory Parsons, Grand Valley State University

2.6 Recruiting and Retaining a Diverse Campus Community

If the goals of higher education include teaching people to think critically, to become socially responsible, to communicate effectively, to recognize the advantage and strengths derived from diverse contributions, and to prepare graduates for success in an increasingly multiethnic society, recruiting and retaining a diverse student body and staff becomes a necessity. In order to achieve diversity on today's college campuses there must be a concerted and coordinated set of program strategies implemented to make diversity a reality. Both recruitment and retention programs are indicated. Specifically, this presentation outlines how these efforts are to be accomplished.

Presenter: Oliver Wilson, Grand Valley State University
Committee Sponsor: Equal Education Opportunity
Session Leader: LaJoyce Brown, Wayne State University

3:00-4:00 p.m. SESSION THREE

3.1 Implementing Web Recruiting Strategies: What Works and What Doesn't

Presenter: Lisa Kujawa, Lawrence Technological University
Committee Sponsor: Enrollment Management
Session Leader: Terah Zaremba, Grand Valley State University

3.2 Effective Working Relationships with Third Party Vendors

What were once professional educational conferences with a few vendors offering caps and gowns and diploma folders can now look like high tech marketing fairs! The fact is that most colleges and universities are partnering with vendors to provide administrative services to applicants, students, and faculty. This session will talk about best practices in developing RFPs that will meet your needs when negotiating and executing contracts, and maintaining effective working relationships with vendors.

Presenter: Jim Achtenberg, University of Michigan
Committee Sponsor: Data and Technology
Session Leader: Kathleen Powers, Henry Ford Community College

3.3 What do Transfer Students Think?: A Follow-Up Study of Student Perspectives

This session will look at survey data compiled from transfer students to Michigan State University. Perceptions and attitudes from in-state, out-of-state, and those residing on and off-campus will be shared. This session represents a comprehensive look at what transfer students really feel about college choice, the reality of transfer issues relative to "fitting in" etc.

Presenter: Tom Hoiles, University of Michigan-Flint
Committee Sponsor: Articulation
Session Leader: Gary Williams, Andrews University

3.4 Coaching 101 – Guiding Others to Achieve Their Goals by Engaging Their Souls

Do you have an employee who isn't performing in ways that best tap his/her potential? Have you found yourself wondering what, if anything, you could do to help? Have you tried various things, only to see them take "two steps forward...and then, one step back"? In this session, participants will learn the fundamentals of one-to-one coaching: the art of guiding others in successful directions. When these coaching skills are applied to those amenable to growth, both "coach" and "coachee" will be amazed at the progress that can be made. Coaching...it's not just for athletes anymore!

Presenter: Diane Bolton, ForeSight Leadership Seminars and Coaching
Committee Sponsor: Professional Development
Session Leader: Melisa Hickson, Baker College

3.5 Marketing is Everyone's Business

“Marketing the University” might appear only in the job descriptions of staff in admissions, marketing or enrollment management on your campus. However, there is much to be gained when institutional pride is widespread. The mission statement, points of differentiation, and marketing messages must be embraced by everyone on campus to achieve optimum results. The presenters will share strategies regarding internal institutional marketing on their campuses.

Presenter: Gerri Daniels, Northern Michigan University and Paula Dykstra, Eastern Michigan University

Committee Sponsor: Enrollment Management

Session Leader: Donna Franklin, Cleary College

3.6 One Stop Shopping-Enrollment Service Center

This session includes methodology on how to implement the consolidation of enrollment services offices; cross-train staff; empower students with automated self-service; develop and set timeliness; and evaluate and continually improve the enrollment process.

Presenter: Lynn Blue, Grand Valley State University

Committee Sponsor: Professional Development

Session Leader: Bob Drake, Grand Valley State University

3.7 Perceptions and Interpretation – The Negative Consequences of Stereotypes

This session will enlighten recruiters, new and experienced, about the dangers of giving in to popular stereotypes among prospective students. When one thinks of stereotypes, the most obvious thoughts are of gender and race discrimination. There are many other stereotypes attached to people with tattoos and piercing, those who live in a certain geographic regions, and the way that people dress, just to name a few. Stereotyping is the first step to discrimination, and unfortunately, many recruiters are unaware of the dangers that are a result of these attitudes.

Presenters: Lisa Remsing, Oakland University and Janet Kossick, University of Michigan-Dearborn

Committee Sponsor: College Day/Night

Session Leader: Shannon Mulally, Northern Michigan University

4:15-5:15 p.m. ROUNDTABLE SESSIONS

RT 1 TIAA-CREF

RT 2 Admissions Roundtable

RT 3 Registrars Roundtable (break out into 4 year & 2 year institutions)

RT 4 Graduate Roundtable

RT 5 Tales from the Road

6:00-6:30 p.m. PAST PRESIDENTS RECEPTION

6:30-8:00 p.m. DINNER

8:00-9:00 p.m. ENTERTAINMENT – RIVER CITY IMPROV

9:00-?? THE B.O.B. – LIVE JAZZ NIGHT

7:30-8:30 a.m. BREAKFAST

8:30-9:30 a.m. SESSION FOUR

4.1 Urban High School Guidance Counselors

This session will include a panel discussion with some urban high school counselors from the Greater Grand Rapids Area. Every college in Michigan is trying to recruit a diverse student body. These counselors may be able to lend some insight into methods that colleges might use to reach these students and meet their needs.

Presenters: Panel of High School Counselors
Committee Sponsor: Equal Education Opportunity
Session Leader: Dan Segura, Delta College

4.2 Enhancing Your Campus Visitation Programs

This session will discuss various on-campus visitation programs that your office may host, such as special visitation days, banquets/receptions, and scholarship programs. Come ask our panel of experts what they do and how they plan for a successful program. The focus will be on learning about what kinds of programs exist, and sharing ideas to make them better.

Presenter: Kristi Webster, Lawrence Technological University
Committee Sponsor: Secondary School Relations
Session Leader: Tracey James-Heer, Grand Valley State University

4.3 What in the World is the MCCVLC?

Students from all over the world are taking courses from the community colleges in Michigan. Yes, it is true. The MCCVLC is growing at a rapid pace. Join us for an update on the progress of the MCCVLC and learn more about the plans for the future. Participants will have an opportunity to ask questions and discuss issues related to the MCCVLC.

Presenter: Mike Wahl, Michigan Community College Virtual Learning Collaborative
Committee Sponsor: Registrars Practices
Session Leader: Pete Lacey, St. Clair County Community College

4.4 The Fish Philosophy! A New Look at Service and Motivation

This presentation will show you how to create a work environment where you and your staff bring energy, passion, and a positive attitude every day. It is based on the philosophy of the Pike Place Fish Market in Seattle, Washington. It is a philosophy that can boost morale and improve results so hook into it now; it's quite a catch!!

Presenters: Karen Hutslar, Central Michigan University and Amy McGinnis, Central Michigan University
Committee Sponsor: Professional Development
Session Leader: Barb Lindley, Central Michigan University

4.5 Online Recruiting of Non-Traditional Students

This presentation will discuss the practice of hosting virtual open houses, orientation, registration of students, and online classes. We will discuss how they work and address resources available.

Presenters: Carrie Jeffers, Siena Heights University and Stephanie Greenwood, Davenport University Online
and Frank Minervini, Davenport University Online
Committee Sponsor: Graduate and Professional Studies
Session Leader: Kathy Orscheln, Eastern Michigan University

4.6 Building on Success with the National Student Clearinghouse

The range of services offered by the National Student Clearinghouse allows colleges and universities to provide a wider range of services to their students, staff, and alumni. The core loan verification reporting service is approaching 2700 schools and ninety percent of the US post-secondary enrollment. DegreeVerify

and Enrollment Verify users now number in the hundreds and over 700 employment agencies and search firms have signed contracts with the Clearinghouse to obtain verifications. This session will focus on the experiences of those schools that have been using these new services. A panel of your colleagues will discuss their decision to use these services, the process of implementation, and resulting benefits of their institutions.

Presenter: Donald Gwinn, National Student Clearinghouse

Committee Sponsor: Registrars Practices

Session Leader: Elaine First, Central Michigan University

9:45-10:45 a.m. SESSION FIVE

5.1 Best Practices in On-line Admissions Applications

(Repeat of highly-rated 2001 session) The age of electronic applications has arrived and the students are ready for it. But, are we? High school counselors and college admissions staff need to work together to develop procedures and processes that will accommodate this method of application, but will also maintain high quality counseling and excellent service to students and their families.

Presenter: Sally Lindsley, University of Michigan

Committee Sponsor: Data and Technology

Session Leader: Cherie Hatlem, Albion College

5.2 No More Grade Sheets? Faculty Use of Administrative Technology

This session will describe not only the latest technologies available for direct faculty interaction with student information systems, but also the associated issues with faculty education and change management.

Presenters: Paul Robinson, University of Michigan

and Cherie Hatlem, Albion College and Gary Dickerson

Committee Sponsor: Data and Technology

Session Leader: Lois Forrester, University of Michigan

5.3 Overcoming Resistance: The Psychological Side of New System Implementation

System implementation is not just about new software and training staff or new procedures and processes. This session will address the human side of implementation – how such significant change can affect emotions, attitude, workplace climate, and even staff retention. Best practices and theoretical models for change management that includes attention to these critical human resources issues will be shared.

Presenter: Katherine Lichtenberg, Oakland Community College

Committee Sponsor: Data and Technology

Session Leader: Kathleen Powers, Henry Ford Community College

5.4 Home Schooling 102

A panel of guests will discuss various topics related to the home school experience. Panelists will share their personal experiences as they relate to the college admissions process. A brief question and answer period will follow the discussion amongst panelists and the audience.

Presenter: Nick Doyle, Madonna University

Committee Sponsor: Equal Education Opportunity

Session Leader: Nick Doyle, Madonna University

5.5 INS-SEVIS Discussion

With all the mixed messages regarding INS-SEVIS issues, MACRAO members will gather to share information and pool their resources.

Committee Sponsor: Graduate and Professional Studies

Session Leader: Kathy Orscheln, Eastern Michigan University

5.6 Building Better Bridges: Moving on to Future Systems

Results of a national survey on transfer advising practices will be shared along with an examination of web-based systems designed to enhance transfer advising. Discussion will follow.

Presenter: Olga Nelson, Eastern Michigan University

Committee Sponsor: Articulation

Session Leader: Angela Wafer, Eastern Michigan University

11:00-12:00 noon SESSION SIX

6.1 Student Ambassadors in the Recruiting Process

There's no doubt that current students are one of the best recruiting tools out there. So, how do you find students with passion, and better yet ... keep them motivated? Find out what has worked and what has not at other institutions. This will be an open discussion in which panelists and session attendees can share ideas for improvement and change.

*Presenter: Megan McNally, Oakland University
Committee Sponsor: Secondary School Relations
Session Leader: Holly Toggweiler, Oakland University*

6.2 Enrollment Management: Dreaming the Impossible Dream

Enrollment management is a hot topic at many colleges and universities. This session will cover enrollment management components and discuss the necessary campus-wide efforts in order to make it successful.

*Presenter: Paula Dykstra, Eastern Michigan University
Committee Sponsor: Enrollment Management
Session Leader: Allison Carter, Michigan Technological University*

6.3 Web Security

Is security on the web a nightmare? Is your office able to maintain the proper security codes for personnel? Michigan State University has developed a system that allows individual colleges to maintain and update who has access to what documents.

*Presenter: Kristen Schuette, Michigan State University
Committee Sponsor: Registrars Practices
Session Leader: Sheryl Matsudo, Michigan State University*

6.4 Recruiting Gay, Lesbian, Bisexual, and Transgender Students ... Is It Possible?

How would you respond if you were asked what the campus climate is like for Gay, Lesbian, Bisexual, and Transgender (GLBT) students on your campus? Do you know what local and community resources are available for GLBT students? This session will take a comprehensive look at the various types of responses from admissions professionals throughout Michigan when asked these difficult questions. We will also discuss ways in which admissions recruiters can implement subtle key inclusions to make prospective GLBT students feel welcomed on your campus.

*Presenters: Terah Zaremba, Dave Jones, and Colleen Petterson, Grand Valley State University
Committee Sponsor: Executive
Session Leader: Tory Parsons, Grand Valley State University*

6.5 Take the Guesswork Out Of Recruiting and Enrollment Planning (ACT)

Are your VP's and Deans being realistic about institutional enrollment expectations? Can you create customized reports that will dazzle the enrollment management committee and others interested in the school's image? Do you have an efficient way of selecting high schools for intensified recruitment? Live examples of the use of ACT's new EIS CD-ROM will be demonstrated.

*Presenters: Tom Colaner, ACT and Jodi Chycinski, Grand Valley State University
Committee Sponsor: Enrollment Management
Session Leader: Nancy Rehling, Lawrence Technological University*

6.6 Desktop Publishing: Print Your Own Diplomas with Diplomas on Demand Software

Printing diplomas is a lot less complicated when you can use your own computer, hit the print button and stand back and admire the appearance and delivery of high quality diplomas. No misspelled names, no missing diplomas, and no complaints. With desktop publishing software and high quality diploma stock, you are ready to face the 21st century expectations of saving money and improving customer service with fewer people. This session will demonstrate how simple it is to take control of the diploma production process.

*Presenter: Larry Meyer, Scrip-Safe Security Products, Inc.
Committee Sponsor: Registrars Practices
Session Leader: Pete Lacey, St. Clair County Community College*

**74TH ANNUAL MACRAO CONFERENCE
MACRAO ON THE GRAND ... THE TIME IS NOW!**

CONFERENCE REGISTRATION

Name: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: _____

E-Mail: _____

WEDNESDAY, NOVEMBER 6TH

Pre-Conference Workshop (Graduate Recruitment) 10:30am – 3:00pm (\$30)

Fireside Chats: FS 1 FS 2 FS 3 FS 4 FS 5

- Yes, I plan to attend dinner at the Van Andel Museum (included in conference fee).
- No, I do not plan to attend dinner at the Van Andel Museum.

THURSDAY, NOVEMBER 7TH

Sessions: select one only from each session.

SESSION 1: 1.1 1.2 1.3 1.4 1.5 1.6 1.7

SESSION 2: 2.1 2.2 2.3 2.4 2.5 2.6 2.7

SESSION 3: 3.1 3.2 3.3 3.4 3.5 3.6 3.7

Roundtable Discussions: RT 1 RT 2 RT 3 RT 4 RT 5

- Yes, I plan to attend dinner on Thursday night (included in conference fee).
- Salmon
 - Chicken
 - Vegetarian Meal Preference

No, I do not plan to attend dinner Thursday night.

FRIDAY, NOVEMBER 8TH

Sessions: select one only from each session.

- SESSION 4: 4.1 4.2 4.3 4.4 4.5 4.6
SESSION 5: 5.1 5.2 5.3 5.4 5.5 5.6
SESSION 6: 6.1 6.2 6.3 6.4 6.5 6.6

Please complete this form and submit it with the **\$150.00** registration fee by **OCTOBER 30, 2002**
(payable via check or credit card) to: (Please make checks payable to MACRAO)

Tory Parsons, Admissions
Grand Valley State University
401 W. Fulton 117B DeVos
Grand Rapids, MI 49504
FAX: 616/486-6476

CREDIT CARD PAYMENT: Authorized Amount \$ _____

Name On Card: _____

Card Number: _____ Expiration Date: _____

Card Type: Visa MasterCard Discover American Express

Signature: _____

If you would like to register for the conference and it is past the deadline date of October 30, 2002, please fax your form to Tory Parsons, 616/486-6476.

Questions regarding the conference should be directed to Tory Parsons, 616/771-6674.

