



**Dear NOLS Student:**

Welcome to the NOLS program. Enclosed are an information sheet and various forms that must be followed carefully in order for you to receive Western State College credit in Recreation and Outdoor Education 397 (ROE 397) for the NOLS course in which you are enrolling. You must be accepted for a specific NOLS course *before* submitting these forms to Western State College. Payment for the *course* is made directly to NOLS; payment for *credit* is made to Western State College. Enrollment for credit through Western State College must be completed prior to beginning the NOLS course. Attached is a list of the learning objectives which need to be addressed in your final written analysis of the course.

One official transcript will be sent to you after Western State College has evaluated your learning objectives paper, instructor evaluations, and your grade has been processed by the Registrar's Office. If you need additional transcripts, contact the Registrar's Office at Western State College. You may obtain a Transcript Request Form at [http://www.western.edu/reg/tran\\_request.html](http://www.western.edu/reg/tran_request.html). Your signature must be on the request as well as your name, Social Security number, date attended, mother's maiden name if applicable, and the name and address of the person who will receive the transcript. Transcripts are \$4.00 each.

- \_\_\_\_\_ A. Information Sheet: This gives information about registration, tuition, grading/incompletes, evaluations, and Western State College.
- \_\_\_\_\_ B. Registration Form: Return this form and correct payment to our office. Please indicate on the form the name of the course and the dates you will be attending so that we may register you in the appropriate school term.
- \_\_\_\_\_ C. Disclosure, Disclaimer, and Waiver Form: Complete this form and return it with the registration and payment.
- \_\_\_\_\_ D. Learning Objectives: Within three weeks of the completion of your course, write your paper which addresses the five learning objectives and e-mail it to Layne Nelson at [extendedstudies@western.edu](mailto:extendedstudies@western.edu).
- \_\_\_\_\_ E. Instructor(s) Evaluation of Your Performance: Give a copy of the Instructor Evaluation Form to your NOLS instructor(s) when you arrive at the course. Remind the Instructor(s) to complete the form and mail it to Western State College Extended Studies or e-mail it at the completion of the course. If you are on a multi-environment course and/or have several different head instructors, be sure to give an evaluation form to each of them. **Note: This confidential form must be returned by the instructor(s), not the student.**

**Extended Studies, 303 Taylor Hall, Western State College, Gunnison, CO 81231  
970-943-2885 (phone) 970-943-7068 (fax)  
[extendedstudies@western.edu](mailto:extendedstudies@western.edu)**

**NOLS Course**  
**A. Information Sheet**

Credit can be received on the following basis (\$55 per credit hour\*)

\*Western State College students should contact Extended Studies for registration and fee information

Note: Credit hours can be adjusted for other course lengths.

71+ day course	3 to 12 credits	19-24 day course	3 to 5 credits
51-70 day course	3 to 10 credits	15-18 day course	3 credits
31-50 day course	3 to 8 credits	9- 14 day course	2 credits
25-30 day course	3 to 6 credits	5 - 8 day course	1 credit

WEMT Course – 9 credits

Western will award credit to the student for successful completion of the objectives, a satisfactory final written analysis of the course, and full payment of tuition.

**Evaluation is based on ---**

- \* the student's completion of the course.
- \* the student's written analysis of the entire experience based on the learning objectives.
- \* the student's fulfillment of the learning objectives as evaluated by the NOLS instructor(s).

**Grading/Incompletes ---**

Students are graded on a A,B,C,D,F basis. At the discretion of the instructor of record at Western State College, a student who is unable to complete a course for reasons beyond the student's control (e.g. illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the coursework at an acceptable level at the time of the request for an "Incomplete." The student and the instructor of record must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. If the work has not been completed and the instructor of record has not removed the incomplete grade and recorded a grade on the student's permanent record within that time period, the "IN" will revert to an F.

If a student is sent home by NOLS due to behavior or disciplinary issues, Western State College reserves the right to process a failing grade based on the student's dismissal and failure to complete the course. Student does not receive a refund.

**Registration can be completed by ---**

Completing B. Registration Form, C. Disclosure, Disclaimer and Waiver Form, D. NOLS/Western State College Contract for Credit, and submitting tuition of \$55 per semester credit hour (payable to Western State College), which must be received by Western before you begin your NOLS course. Eligible high school students may apply for credit.

**Western would also like to invite you to ---**

consider a baccalaureate degree through our college. Western State College of Colorado is a four-year liberal arts and sciences college located in Gunnison, Colorado. Western's mission is to provide exemplary undergraduate education. Located in an alpine valley 7,735 feet above sea level, "Gunnison Country" has been called Colorado's most beautiful area. Professors in many disciplines find ways to draw upon the resources provided by the finest natural outdoor laboratory anywhere. Excellent academic programs are available in ROE (Recreation and Outdoor Education), Environmental Studies, and Biology, along with many other degree options. For further information, call the Western Admission's Office at 1-800-876-5309.

**Extended Studies, 303 Taylor Hall, Western State College, Gunnison, CO 81231**  
**970-943-2885 (phone) 970-943-7068 (fax)**  
**extendedstudies@western.edu**

## B. NOLS Course Registration Form

NOLS course location \_\_\_\_\_

Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
last first middle

Mailing address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Local

Permanent

Phone numbers \_\_\_\_\_

Home

Work

E-mail address \_\_\_\_\_ Fax number \_\_\_\_\_

Sex: M ( ) F ( ) U.S. Citizen: Yes ( ) No ( ) Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Ethnicity: Caucasian ( ) Hispanic ( ) American Indian ( ) Asian-Pacific ( ) Black ( ) Other \_\_\_\_\_ Withheld ( )

Do you have a baccalaureate degree? Yes ( ) No ( )

**Refund/Cancellation Policy:** Withdrawal must be processed through Western State College Extended Studies. Non-attendance does NOT constitute withdrawal. No refunds for AmeriCorps vouchers at any time. Full refunds will be processed if the course is cancelled. A refund, less a \$50 cancellation fee, will be processed if you notify Extended Studies 48 hours prior to the course. No refunds will be allowed after the course begins. Returned checks are assessed a \$17 service charge.

**Selective Service Information:** Males who are 18 years of age or older, born after 1960, MUST be registered with the Selective Service to comply with Colorado law and to register for credit classes. Individuals not in compliance are subject to penalty of law and to withholding of transcripts. **NO GI BILL OR FINANCIAL AID ARE AVAILABLE FOR THIS PROGRAM.**

**Amount Due:** \_\_\_\_\_ (Number of credit hours x \$55)

**Method of Payment:** (Full payment in U.S. dollars is required with registration.)

I have an AmeriCorps Voucher in the amount of \$\_\_\_\_\_ to cover the cost of WSC credits and NOLS course fee. (Any balance due to NOLS is your responsibility)

**SHOW PROOF OF YOUR AMERICORPS VOUCHER AT THE TIME OF REGISTRATION. SUBMIT YOUR VOUCHER ONLINE AT [http://www.americorps.gov/for\\_individuals/alumni/myamericorps.asp](http://www.americorps.gov/for_individuals/alumni/myamericorps.asp).**

**You must enroll in college credit through Western State College to use an AmeriCorps voucher. Your tuition to WSC will be deducted first from the voucher. The balance will be used for the course fees. No refunds available for AmeriCorps vouchers.**

**Method of Payment:** (Full payment in U.S. dollars is required with registration.)

Cash  Check or Money Order payable to Western State College

Visa  MasterCard  Discover Card Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Name on card \_\_\_\_\_

Card# \_\_\_\_\_

I declare that the information provided is true and complete, that I wish to enroll for credit, and that the credit card information (if used) is correct and may be used to charge the card.

Signature: \_\_\_\_\_

For Office Use Only: ROE 397 CRN #: \_\_\_\_\_ Term/Year: \_\_\_\_\_ / \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Receipt # \_\_\_\_\_

**Extended Studies, 303 Taylor Hall, Western State College, Gunnison, CO 81231**

**970-943-2885 (phone) 970-943-7068 (fax)**

**extendedstudies@western.edu**

**NOLS Course**  
**C. Disclosure, Disclaimer and Waiver Form**

ROE 397 NOLS Course

NOLS Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
last first middle

**I (WE) UNDERSTAND AND AGREE** that participation in this NOLS course (the “Activity”) with Continuing Education and Western State College of Colorado is dangerous and involves risk and that I am (we are) cognizant of the risks and dangers inherent with such a course. Injuries could include, but are not limited to, sprains, contusions, fractures, paralysis and even death. I (We) also understand that I am (we are) not required to participate in this Activity, but that such participation is optional.

**AS LAWFUL CONSIDERATION** for being permitted by Continuing Education and Western State College of Colorado to participate in the referenced Activity, I (we) do hereby **RELEASE FROM ANY LEGAL LIABILITY, AGREE NOT TO SUE, CLAIM AGAINST, ATTACH THE PROPERTY OF OR PROSECUTE, AND FURTHER AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS** Continuing Education and Western State College of Colorado, and all of their officers, directors, members, organizations, agents and employees of any injury or death caused by or resulting from my participation in the Activity described above, **WHETHER OR NOT SUCH INJURY OR DEATH WAS CAUSED BY THEIR NEGLIGENCE OR FROM ANY OTHER CAUSE.**

**THIS IS A RELEASE OF LIABILITY. IF UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS ALSO REQUIRED.**

This Agreement, made in the State of Colorado, County of Gunnison, shall in all respects be governed in accordance with the laws of the State of Colorado. Any action brought by either party to enforce any of the terms or conditions of this Agreement shall be brought only in such county. Each party consents to the jurisdiction and venue of the appropriate Court in such county.

**IN WITNESS WHEREOF**, I (we) have hereunto set our hand on the dates indicated the last such date governing the effective date of said Agreement.

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Parent (if participant is under 18 years of age) Date

**Extended Studies, 303 Taylor Hall, Western State College, Gunnison, CO 81231**  
**970-943-2885 (phone) 970-943-7068 (fax)**  
**extendedstudies@western.edu**

**NOLS Course**  
**D. Learning Objectives/Written Paper**

**Within three weeks of completing the course, you must e mail your paper to Layne Nelson at [extendedstudies@western.edu](mailto:extendedstudies@western.edu) which addresses the five objectives listed below.**

To help you in this process, it is recommended that you keep a detailed journal during your course which tracks your thoughts and experiences in each of the objectives. This paper is not meant to be a meaningless administrative requirement. Rather, it should help you get the most from your field experiences. It should solidify in your mind what happened, help you analyze the pieces involved, and help you transfer or apply this information to your life. In the paper, please briefly describe the course you were enrolled in and then address each objective under its own subheading. Explain how your experiences on your NOLS course affected your growth in each area. In a final section, summarize your feelings and recommendations about the NOLS experience and how you might now be living your life differently. You are encouraged to support your opinions using properly documented references (APA format). This could include leadership, teaching, or environmental books. Your paper should not be a copy of your journal or simply a documentation of what happened every day of your course. Rather focus on what you were learning using course experience as the backdrop. Describe what you were thinking about and the concepts you formed or accepted. Explain how you might apply this new knowledge to your current life. You can include some pictures, poems, graphs, etc. to help you communicate.

Your paper must be typed and double spaced with a cover page, followed by a running heading and page number on each page of the text. Correct grammar and spelling is expected. Careless errors will distract from your presentation. Use 12 point Times New Roman font. Please keep in mind that this paper should document a learning experience that is equivalent to the credits requested. Please write your paper with that in mind. The length and depth of your paper should be related to the number of credits you are requesting, approximately 2 pages per credit. Your paper will be evaluated on the following basis: 20% for proper format and clarity in your writing and 80% for content, including adequate and honest coverage assessing your fulfillment of the learning objectives.

The college will award credit after you have successfully completed your NOLS course based on your field instructor's evaluation, your satisfactory written analysis of the course, and after full payment of tuition has been received. Your final paper and instructor evaluations are **due within three weeks** after the completion of your NOLS course. **You must e-mail your paper to [extendedstudies@western.edu](mailto:extendedstudies@western.edu).** A short grace period will be given and then a **grade of F will be recorded** if your paper is not received in this office within four weeks from the completion of your course. Please contact this office if you have questions or legitimate concerns with this policy.

**OBJECTIVE #1: LEADERSHIP AND TEACHING SKILLS**

I will improve my judgment by analyzing situations during the course, studying actions and results. I will show initiative and take responsibility for assisting others whenever possible. I will contribute to the problem solving and decision making process. I will develop effective presentation skills. I will work on organizing my thoughts, using my resources, minimizing distractions, and maximizing motivation. I set higher expectations for myself than for others, showed appreciation for the contributions of others, and pursued what I believed to be right in the face of discomfort, hardship, impulses of the moment, mockery, or boredom.

**OBJECTIVE #2: TECHNICAL SKILLS**

I will learn the techniques of safety for snow, land and/or water based adventure outdoor activities by following the procedures and practices of the course. By the end of the course, I will have an understanding of my abilities and limitations in respect to safely pursuing the activities practiced.

**NOLS Course**  
**D. Learning Objectives/Written Paper - continued**

**OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING**

I will show positive regard and respect for others on the course and will actively communicate to enable team building. This will assist the group in becoming cohesive and will enable it to function as a team. I will work on self expression, listening, and feedback techniques. I have learned to appreciate and utilize the strengths of people who are different from me. I am aware of the strengths and weaknesses of my own personality preferences. I do not avoid conflict but deal with it in a timely and constructive manner.

**OBJECTIVE #4: ENVIRONMENTAL PRACTICES AND SAFETY AWARENESS**

I will practice LNT (leave no trace) camping skills to establish good safety, environmental, and hygienic standards by following the guidelines of the course. This will include: camping, cooking, and navigating. Throughout the course, I will display conscientious and consistent regard for safe and environmental practices in outdoor living. I will carefully assess risks and manage them effectively.

**OBJECTIVE #5: SELF GROWTH AND SERVICE**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in difficult situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others.

**NOLS Course**

**E. Instructor's Evaluation of Student Form - Confidential**

**This form must be returned by the instructor(s) within 3 weeks of completion of the course. It can be mailed to the address below or the information can be e-mailed to [extendedstudies@western.edu](mailto:extendedstudies@western.edu).**

**Student Information:**

NOLS Course Title: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Dates: \_\_\_\_\_ Number of days in course: \_\_\_\_\_ Number of credits desired: \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
last first middle

**Instructor Information:**

Name \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
last first middle

Mailing address \_\_\_\_\_

City, State & Zip \_\_\_\_\_  
Local Permanent

Phone Numbers \_\_\_\_\_  
Home Work

**NOLS Instructor(s):** Please complete the following evaluation or you may use the standard NOLS evaluation form; however, whichever form you use, please include an overall grade for the student. Your evaluation will be the basis for 50% of the student's grade.

**Purpose:** The purpose of this evaluation is to provide the student and the faculty sponsor with accurate and constructive comments on the student's performance. Personal feedback and review with the student is expected. Please briefly comment on the student's strengths and weaknesses in each area. The numeral system is based on the following values:

1	2	3	4	5	NA
Exceptional	Very Good	Competent	Development Needed	Did not meet objective	The opportunity to act on this did not arise

**Extended Studies, 303 Taylor Hall, Western State College, Gunnison, CO 81231**  
**970-943-2885 (phone) 970-943-7068 (fax)**  
**[extendedstudies@western.edu](mailto:extendedstudies@western.edu)**

**E. Instructor's Evaluation of Student Form - continued**

**OBJECTIVE #1: LEADERSHIP AND TEACHING SKILLS**

I will improve my judgment by analyzing situations during the course, studying actions and results. I will show initiative and take responsibility for assisting others whenever possible. I will contribute to the problem solving and decision making process. I will develop effective presentation skills. I will work on organizing my thoughts, using my resources, minimizing distractions, and maximizing motivation. I set higher expectations for myself than for others, showed appreciation for the contributions of others and pursued what I believed to be right in the face of discomfort, hardship, impulses of the moment, mockery, or boredom.

INSTRUCTOR'S ASSESSMENT (Please circle):    1            2            3            4            5            NA

COMMENTS:

**OBJECTIVE #2: TECHNICAL SKILLS**

I will learn the techniques of safety for snow, land and/or water based adventure outdoor activities by following the procedures and practices of the course. By the end of the course, I will have an understanding of my abilities and limitations in respect to safely pursuing the activities practiced.

INSTRUCTOR'S ASSESSMENT (Please circle):    1            2            3            4            5            NA

COMMENTS:

**OBJECTIVE #3: COMMUNICATION AND TEAM BUILDING**

I will show positive regard and respect for others on the course and actively communicate to enable team building. This will assist the group in becoming cohesive and will enable it to function as a team. I will work on self expression, listening and feedback techniques. I have learned to appreciate and utilize the strengths of people who are different from me. I am aware of the strengths and weaknesses of my own personality preferences. I do not avoid conflict but deal with it in a timely and constructive manner.

INSTRUCTOR'S ASSESSMENT (Please circle):    1            2            3            4            5            NA

COMMENTS:

**E. Instructor's Evaluation of Student Form - continued**

**OBJECTIVE #4: ENVIRONMENTAL PRACTICES AND SAFETY AWARENESS**

I will practice LNT (leave no trace) camping skills to establish good safety, environmental, and hygienic standards by following the guidelines of the course. This will include: camping, camping, cooking, and navigating. Throughout the course I will display conscientious and consistent regard for safe and environmental practices in outdoor living. I will carefully assess risks and manage them effectively.

INSTRUCTOR'S ASSESSMENT (Please circle):    1            2            3            4            5            NA

COMMENTS:

**OBJECTIVE #5: SELF GROWTH AND SERVICE**

I will keep an open mind to different philosophies and ideas and try new activities. I will endeavor to extend myself in difficult situations and will also assist others striving for success. This will be achieved by using compassion, tolerance, a sense of humility, and concern for others.

INSTRUCTOR'S ASSESSMENT (Please circle):    1            2            3            4            5            NA

COMMENTS

:

Overall, how would you assess this student?

1	2	3	4	5
Exceptional	Very Good	Competent	Development needed	Did not meet objective

General Comments:

---

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

NOLS Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Western State College Instructor of Record's Signature \_\_\_\_\_ Date \_\_\_\_\_