Welcome to the National Outdoor Leadership School (NOLS) program. Western State Colorado University and NOLS have partnered to offer college credit to NOLS students. The credit is ROE 397 upper division elective credit and is awarded by the Recreation and Outdoor Education department upon successful completion of the NOLS course and Western’s academic requirements as outlined in the NOLS Credit Registration Packet. Western Extended Studies Office administers the registration and enrollment process. Enclosed are an information sheet and various forms that must be followed carefully in order for you to receive Western credit for the NOLS course in which you have enrolled. You must be accepted for a specific NOLS course before submitting registration forms to Western Extended Studies. Enrollment and payment for credit must be completed two weeks prior to beginning a NOLS course.

SECTION A  GENERAL INFORMATION. This gives information about registration, tuition, grading, incompletes, cancellations, course transfers, evaluations, and transcripts.

SECTION B  CREDIT REGISTRATION AND PAYMENT. Complete and return Section B, sending correct payment to our office no later than two weeks before the first day of your course. Please indicate on the form the number of credits you desire, the name of the course and the dates you will be attending so that we may register you in the appropriate school term. Incomplete registration forms will not be processed. Registrations received less than five business days before the first day of a course are not guaranteed to be processed. Registrations requiring AmeriCorps or 529 plan funding must be submitted no later than 30 days before the NOLS payment deadline for course fees.

SECTION C  DISCLOSURE, DISCLAIMER, WAIVER, AND ACADEMIC POLICIES. Complete Section C, sign and return it to our office along with Section B.

SECTION D  AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), Western may not disclose or discuss academic records, progress, or content, including payment issues, to parents or any other person without written permission of the student. Review Section D, and if you consent, complete, sign, and send with your registration. This applies to minors, as well, or any individual who is enrolled for college credit at Western.

SECTION E  LEARNING OBJECTIVES/WRITTEN PAPER/EVALUATIONS: Within three weeks of the completion of your course, write a paper that addresses five learning objectives as outlined in Section E and email it to Extended Studies at outdoorprograms@western.edu by your paper deadline. With your consent, your NOLS instructor will send a copy of your NOLS evaluation to our office after your course ends. This is required for us to submit with your paper to faculty for grading. Be sure to initial your consent on Section C for your evaluation release. Please note that this form must be sent directly to our office by the instructor(s), not the student.

Western would like to invite you to consider a baccalaureate or master degree. Western State Colorado University is a four-year liberal arts and sciences university located in Gunnison, Colorado. Western’s mission is to provide exemplary undergraduate and graduate 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 Recreation and Outdoor Education (ROE), Biology, Environmental Studies, including a Master of Environmental Management (MEM) program, along with many other degree options. For further information, call Western Admission's Office at 800.876.5309. For graduate program information, visit western.edu/graduate or email GraduatesStudies@western.edu.
SECTION A. GENERAL INFORMATION

Students who are 15 years or older are eligible to earn ROE 397 college credit through Western for NOLS courses. The tuition charge is $55.00 per credit. Students may select the number of credits for their course based on the following scale:

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<tr>
<th>Length of Course</th>
<th>Credit Available</th>
<th>Length of Course</th>
<th>Credit Available</th>
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<tbody>
<tr>
<td>82-91 day course</td>
<td>3 to 18 credits</td>
<td>19-24 day course</td>
<td>3 to 6 credits</td>
</tr>
<tr>
<td>71-81 day course</td>
<td>3 to 15 credits</td>
<td>15-18 day course</td>
<td>3 credits</td>
</tr>
<tr>
<td>51-70 day course</td>
<td>3 to 10 credits</td>
<td>9-14 day course</td>
<td>2 credits</td>
</tr>
<tr>
<td>31-50 day course</td>
<td>3 to 8 credits</td>
<td>5-6 day course</td>
<td>1 credit</td>
</tr>
<tr>
<td>25-30 day course</td>
<td>3 to 6 credits</td>
<td></td>
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</tbody>
</table>

Western will award credit to the student for a successful field instructor’s evaluation, a satisfactory final written analysis of the course, and full payment of tuition.

Credit award is based on three components:
- 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/Incomplete/Transcripts: Students are graded on an A, B, C, D, F basis. Students who are unable to complete a course for reasons beyond the student’s control (e.g. illness) should notify Western Extended Studies in writing within a week of departure from a course and send documentation of the situation. Extended Studies will verify student status with the NOLS office and record an Incomplete (IN) grade with the Registrar’s Office. Failure to notify Extended Studies of departure during the course date range will result in an automatic Technical Fail (TF) on the student’s permanent transcript. For a grade to be recorded, the student must have completed more than 50% of the coursework at an acceptable level. The number of credits available to earn may be adjusted at the discretion of Extended Studies. 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 month from original course date end. If the work is not completed, the IN will revert to a TF.

Suspension: If a student is sent home by NOLS due to behavior or disciplinary issues, Western State Colorado University reserves the right to process a TF based on the student’s dismissal and failure to complete the course. Student does not receive a refund.

Refund/Cancellation/Course Transfer Policy: Students must notify Extended Studies in writing of any credit registration cancellation or course transfer. Non-attendance does NOT constitute cancellation. All registration changes must be received by Extended Studies two business days before course begins in order to be eligible for any refund, less a $50.00 cancellation fee, with the exception of AmeriCorps vouchers. No refunds are allowed for AmeriCorps vouchers at any time. In the event of a course transfer, it is the student’s responsibility to notify the Extended Studies Office directly and submit new registration forms for the new course. Failure to update credit registration for a new NOLS course will result in a TF in the original course and no credit will be issued for the new course. AmeriCorps funding may only be transferred for a new course within the same term.Returned checks are assessed a $17 service charge.

Credit Transfer to Other Schools: Students wishing to transfer ROE 397 credit to other institutions should contact their academic advisor concerning how these credits may be applied to their course of study. It is the student’s responsibility to arrange for any credit transfer. Western does not guarantee the transfer or substitution of credit. We will provide general catalog descriptions upon request.

Grades: Once a grade is available, the Extended Studies Office will notify the student by email. Transcripts may be ordered at www.getmytranscript.com for a nominal fee.

Registration Steps: Complete and return to the Extended Studies Office: Section B. Registration/Payment, Section C. Disclosure, Disclaimer, Waiver and Policies, and D. Authorization for Release of Academic Information (if selected). Submit tuition of $55.00 per semester credit hour (payable to Western State Colorado University), which must be received by Western before you begin your NOLS course. If you plan to pay using AmeriCorps or 529 Educational Savings Plans funding, instructions are found in the payment area in Section B. Financial Aid is not available for NOLS courses unless student is a full-time, degree-seeking student at Western State Colorado University.
SECTION B. NOLS CREDIT REGISTRATION AND PAYMENT

STUDENT INFORMATION

Last Name: ___________________ First Name: ___________________ MI: ______ 

Date of Birth (Month/Day/Year): ______/_____/_____

Mailing Address: _______________________________________________________________

City: ___________________________ State: _______________________ Zip: __________

Student Cell Phone: (____)____-______ Other Phone: (____)____-______

Student Email Address: ___________________________ Social Security #: ____-____-______

Sex: M ___ F ___ U.S. Citizen: Y ___ N ____

Ethnicity: Caucasian/White__ Hispanic__ American Indian__ Black__ Asian Pacific__ Other__ Decline to Answer__

Do you have a bachelor's degree? Y____ N ____

Are you a degree-seeking student at Western State Colorado University? Y ____ N ____

PARENT OR LEGAL GUARDIAN CONTACT INFORMATION

Name: ___________________________ Relationship to Student: ____________

Parent Cell Phone: (____)____-______ Other Phone: (____)____-______

Parent Email Address: __________________________________________________________

COURSE INFORMATION

COURSE LOCATION: ______________________ COURSE TITLE: ______________________

COURSE DATES: FROM _____/_____/____ TO _____/_____/____

NUMBER OF DAYS: _______ NUMBER OF CREDITS DESIRED: _______

DOES THIS COURSE INCLUDE INTERNATIONAL TRAVEL? Y____ N ____

PAYMENT INSTRUCTIONS

Method of Payment (select one)*: Credit Card ____ Check or M/O ____ AmeriCorps Voucher____ 529 Plan____

There is no financial aid available through Western for this program. If you are using personal funding, full payment for credit in U.S. dollars ($55.00 per credit) is required with registration.

Make personal checks payable to Western State Colorado University and send by mail with your registration to our office.

☐ I am not using AmeriCorps or 529 Plan funding and am paying for my credit cost only. I am registering for _____ credits at a cost of $55.00 per credit. My balance due is $ ________________.

*If you selected payment using an AmeriCorps voucher or 529 Plan, please complete the following appropriate section. For G.I. Bill funding (NOLS or WMI programs only), contact our office for information.
AMERICORPS VOUCHER PAYMENT

To use your AmeriCorps voucher to pay for your course, there are a few steps to follow in order to authorize a voucher to Western.

A. Calculate how much you need to submit. This will equal your invoice due to NOLS plus your credit cost due to Western State Colorado University. Please fill in this information here:

<table>
<thead>
<tr>
<th>NOLS Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Credit Cost ($55 per credit)</td>
</tr>
<tr>
<td>GRAND TOTAL for AmeriCorps voucher</td>
</tr>
</tbody>
</table>

B. Log in to your AmeriCorps account at my.americorps.gov no later than 30 days before your course payment is due and submit an educational voucher to Western State Colorado University in the amount that you calculated above.

C. Check that your voucher is currently active and it will not expire before the first day of your course. Enter your voucher expiration date: ______/_____/______ Western will not certify a voucher that will expire before your course begins.

☐ I have submitted my AmeriCorps voucher online to Western in the amount of $______________. This amount covers my credit cost plus my NOLS course fees. After certifying my funds, I understand that Western State Colorado University will deduct the cost of credit and send the balance to NOLS. Any outstanding amount due to NOLS is my responsibility. College credit registration is required for me to use AmeriCorps funds.

*Do NOT submit more than this total. If you are planning on using some of your funding for expense reimbursement, this is a separate process that takes place after your course ends. Please contact our office for how to request an AmeriCorps expense reimbursement.

529 PLAN PAYMENT

To use 529 or educational savings funds to pay for your course, the first thing you must do is determine your fund’s requirements for processing payment requests. Please contact your plan before you contact our office. Here is a checklist to help set up this type of payment for your course:

A. Calculate how much you need to request from your fund to send to Western. This will equal your invoice due to NOLS plus your credit cost due to Western State Colorado University.

<table>
<thead>
<tr>
<th>NOLS Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Credit Cost ($55 per credit)</td>
</tr>
<tr>
<td>GRAND TOTAL for 529 payment</td>
</tr>
</tbody>
</table>

B. Contact your 529 plan no later than 30 days before your course payment is due for requirements to process a disbursement.

  a. Does my fund need a student ID before processing payment? Y____ N_____
  b. Does my fund need an invoice from Western State Colorado University? Y____ N_____
  c. How does my fund send payment?  By check to me _____    By check to Western ____  By wire to Western ____
  d. Please add any other information:

C. AFTER you have contacted your plan and find that you need a student ID, an invoice, or wiring instructions from Western, please make sure you have added these requests to the section above before sending it to our office. If you need an invoice from Western, please attach your NOLS invoice when you send your registration forms to us. We will contact you within two business days of receiving your forms. Please contact Dana Miller at dmmiller@western.edu or 970.943.2885 if you need further clarification for the 529 plan payment process.

D. Please have 529 plan check payments made out to: Western State Colorado University and include your name or ID# as identification for the payment. Mail to Extended Studies, Taylor 303, 600 N Adams St, Gunnison, CO 81231

☐ I have initiated my 529 plan payment Western in the amount of $_____________. This amount covers my credit cost plus my NOLS course fees. After receiving my payment, I understand that Western State Colorado University will deduct the cost of credit and send the balance to NOLS. Any outstanding amount due to NOLS is my responsibility. College credit registration is required in order for me to use 529 funds.
SECTION C. DISCLOSURE, DISCLAIMER, WAIVER AND ACADEMIC POLICIES

PAPER AND EVALUATION DEADLINE

☐ I understand that if I don’t fulfill the credit requirements as outlined in this packet and return a paper to the Extended Studies Office by the due deadline of three weeks from the last day of my course, I will receive a Technical Fail (TF) as a grade on my permanent transcript.* Please initial here your acknowledgement of this deadline: __________________

☐ I understand that if I fail to notify the Extended Studies Office directly of any course cancellation, course transfer or withdrawal from a course in progress, I will receive an automatic TF on my transcript for the original course I registered for. Please initial here your acknowledgement: __________________

☐ As a percentage of your grade, your NOLS instructor will send a copy of your NOLS Evaluation to Western at the conclusion of your course. You must provide consent for the release of your evaluation to Western. Please initial here to confirm your consent: ________________

*EXTENSIONS: Paper deadline extensions for a maximum one week period of time are only granted for confirmed extenuating circumstances. An extension request must be submitted in writing to the Extended Studies Office and be accompanied by documentation of the reason for the request, such as a doctor’s note.

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 withholding of transcripts.

I (WE) UNDERSTAND AND AGREE that participation in this NOLS course (the “Activity”) with Continuing Education and Western State Colorado University 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 Colorado University 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 Colorado University, 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 LEGAL 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 Student Date

____________________________________________________________________________________________
Signature of Parent (if student is under 18 years of age) Date

Mailing address and contact information:

Western State Colorado University Phone: 970.943.2885
Extended Studies, Taylor 303 Fax: 970.943.7068
600 N Adams St Email: outdoorprograms@western.edu
Gunnison, CO 81231 Web: western.edu/es
SECTION D. AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), Western State Colorado University is permitted to disclose any directory information to anyone who requests it. Currently, directory information includes the following: student’s name, Western enrollment status (e.g., full/part-time, undergraduate/graduate, grade level), dates of attendance at Western, degrees/honors/awards received at Western, local/campus address, home or off-campus address, local/cell phone number, Western email address and student’s email address provided on their admission application, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and most previous educational agency or institution attended by the student. Western State Colorado University is not permitted to disclose any non-directory information to anyone without a legitimate educational interest or without written permission from you, the student.

By signing below, I waive my rights under FERPA and authorize that the faculty, administrators, and staff of Western State Colorado University have my permission to access non-directory information including my academic records and discuss my academic progress with my parents/guardians and/or other designated person listed below. This includes all academically-related content issues, including, but not limited to: class attendance, class participation, and academic records (i.e., grades, transcripts, and schedule).

I consent to the disclosure of any personally identifiable information from my educational records to my parent(s)/guardian(s), for reasons determined by Western State Colorado University as appropriate.

This waiver form is valid for the period of my admission to Western State Colorado University through my graduation from the University unless otherwise revoked. This form must be signed and returned to the Extended Studies Office.

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<thead>
<tr>
<th>Student Last Name (please print)</th>
<th>Student First Name</th>
<th>MI</th>
<th>Stu #</th>
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<tbody>
<tr>
<td>Student Signature</td>
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<tr>
<td>Date</td>
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<tr>
<td>Parent/Guardian Information (if parents/guardians live at the same address, please list both in the first column)</td>
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<tr>
<td>Name(s)</td>
<td>Name(s)</td>
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<tr>
<td>Address</td>
<td>Address</td>
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<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
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<td>Telephone</td>
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<td>Email</td>
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SECTION E. NOLS LEARNING OBJECTIVES AND WRITTEN PAPER

Within three weeks of completing a course, you must email a paper to outdoorprograms@western.edu that addresses five learning objectives. Your Instructor Evaluation from NOLS is also due within three weeks. When both are received, they will be forwarded together to our Recreation and Outdoor Education (ROE) faculty for grading. Your grade will be calculated based on 60% Instructor Evaluation and 40% paper content. Please note that even if an Instructor Evaluation is received, if a paper is not turned in, a Technical Failure (TF) will be recorded on your permanent transcript from Western State Colorado University.

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 will set higher expectations for myself than for others, show appreciation for the contributions of others, and pursue what I believe 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 with respect to safely pursuing the activities practiced.

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 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.

CONTENT INSTRUCTIONS: 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.

PAPER FORMAT: Your paper must be typed and double-spaced and include a cover page, using a running header and page number on each page of the text. Correct grammar and spelling is expected. 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. 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.
STUDENT RESPONSIBILITY: Please keep in mind that in order to earn a grade and your requested credit(s), you will need to write a reflection paper and turn it in to outdoorprograms@western.edu no later than three weeks from the last day of your course. Your paper must be 2 pages per credit. If your paper is not turned in three weeks from the last day of your course, you will receive a TF (Technical Failure) on your permanent transcript and will not be reimbursed for the credit cost.

Keeping track of your paper due date is your responsibility as a college student. As a courtesy reminder, Extended Studies will send your paper due date one time in a registration confirmation email. Please mark your paper due date on your calendar, as you will not receive reminder emails regarding your required paper. If you do not receive a registration confirmation email containing your paper due date prior to the start date of your course, make sure you contact our office directly.