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College of Education and Professional Development  
Barbara P. Guyer National Center for H.E.L.P.

April 8, 2016

Dear Student and Parent(s):

**Honorary Board of Advisors**  
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former Governor of West Virginia

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Philadelphia Eagles

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Debbie Painter, M.A., Director  
Huntington, WV

Barbara P. Guyer, Ed.D.  
Director Emeritus

Hello and welcome to Marshall University and the College H.E.L.P. Program. We are excited to get you started on the registration process for Summer Prep 2016. We have put together the following registration packet to collect important information to help us make your transition to Marshall University and the start of your college career go as smoothly as possible. Take the time to read and carefully complete each form found in this packet. Important instructions appear on the next page.

Student, Summer Prep 2016 begins Monday, June 6<sup>th</sup> at 1:00 pm in Myers Hall.

Parent(s), please attend our "Meet and Greet" scheduled for Monday, June 6<sup>th</sup> at 9:00 a.m. in Myers Hall. It is an opportunity for you to meet the staff, become acquainted with the goals and objectives of Summer Prep and the H.E.L.P. Program, and to receive a copy of the H.E.L.P. Student Handbook. Your student is welcome to attend with you, and if they have class scheduled at 10:00 am, they will be excused to attend.

Please note: We will also have a "Meet and Greet" on Monday, June 20<sup>th</sup> at 9:00 am in Myers Hall for parent(s) of students starting Summer Prep on that day.

Below you will find forms and instructions to officially register for an academic course at Marshall University, a Summer Prep 2016 Registration Form, Permission to Contact Form, Meet and Greet RSVP Form, and a Summer Session II Housing and Residence Form. Please complete all forms and return each form to the proper location by April 25<sup>th</sup> or a.s.a.p. Additional important information regarding Marshall University Orientation is available on the Summer Prep 2016 registration website.

We look forward to meeting and working with you as you begin your educational journey at Marshall University and the College H.E.L.P. Program.

Sincerely,

Debbie Painter, M.A.  
Director, H.E.L.P. Program

**WE ARE... MARSHALL.**

520 - 18<sup>th</sup> Street, Myers Hall • Huntington, West Virginia 25755 • Tel 304/696-6256 • Fax 304/696-3231  
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## **Instructions for Completing Summer Prep 2016 Registration Packet**

Carefully complete and return the following documents and **two** checks to the H.E.L.P. Program.  
**Incomplete registration packet documents will cause a delay in processing:**

- **Form A** Schedule Adjustment and Class Add/Drop Form (tuition listed at the end of the Form A)
- **Form B** Summer HELP Registration Form (Summer Prep fee listed at bottom of this page)
- **Form C** Permission to Contact Form
- **Form D** Meet and Greet RSVP
- **Form E** Summer Session II Housing and Residence Form
- **First** check payable to “MU HELP Program” for the correct Summer Prep fee
- **Second** check payable to “Marshall University” for the correct tuition amount

**Return all forms by April 20<sup>th</sup> (or a.s.a.p.). Payment for Marshall University tuition and Summer Prep fees must be paid no later than June 6, 2016 or your registration will be canceled.**

Do not forget to see important information about Marshall University Orientation on our Summer Prep 2016 registration website.

Make a photocopy of your completed registration packet for your records and mail the completed registration forms and the **two checks** noted above to:

**Marshall University HELP Program  
c/o Sara Barker  
520 18<sup>th</sup> Street  
Huntington, WV 25703**

If you have questions, contact Sara Barker (304) 696-6312, or by email: [barkers@marshall.edu](mailto:barkers@marshall.edu)

## Marshall University: Schedule Adjustment and Class Add/Drop Form

- Fill out this form **completely** (Name, Student ID #, Course Information for **First** and **Second** course choices out of the possible seven below, student signature, and date)
- Include check payable to "Marshall University" for tuition. Tuition rates are listed at the end of this form.

**Name:** \_\_\_\_\_ **Student ID (901) Number:** \_\_\_\_\_

	CRN	Subject	Course Number	Section	Credit hours	Days	Class start time	Building & Room
#1 Choice								
#2 Choice								

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- **\*English 101:** CRN: 5027 **Subject:** ENG **Course Number:** 101 **Section:** 501 **Credit hours:** 3, **Web Delivery**  
**Instructor:** Professor Robinson  
Course Catalogue Description: "Introduction to academic writing with emphasis on writing as a multi-stage process, critical thinking, and fundamental research strategies and skills."
- **\*History 230:** CRN: 5054 **Subject:** HST **Course Number:** 203 **Section:** 501 **Credit hours:** 3 **Web Delivery**  
**Instructor:** Professor Barksdale  
Course Catalog Description: "A general survey from the discovery in 1492 through the period of Reconstruction. This class emphasizes critical thinking skills."
- **Math 121:** CRN: 5079 **Subject:** MTH **Course Number:** 121 **Section:** 501 **Credit hours:** 3 **Days:** M-F **Class-time:** 10-11:45 am **Building & Room:** Smith Hall (SH) 511 **Instructor:** Professor Pupplo-Cody  
Course Catalog Description: "Critical thinking course for non-science majors that develops quantitative reasoning skills."
- **Psychology 201:** CRN: 5094 **Subject:** PSY **Course Number:** 201 **Section:** 501 **Credit hours:** 3 **Days:** M-F **Class-time:** 10-11:45 am **Building & Room:** Harris Hall (HH) 342 **Instructor:** (n.a. not available at this time)  
Course Catalog Description: "Critical thinking approach to the principles and methods in the scientific study of behavior."
- **\*Sociology 200:** CRN: 5110 **Subject:** SOC **Course Number:** 200 **Section:** 501 **Credit hours:** 3 **Web Delivery**  
**Instructor:** Professor Garnett  
Course Catalog Description: "Introduction to the study of human society."
- **\*Theatre 112:** CRN: 5114 **Subject:** THE **Course Number:** 112 **Section:** 501 **Credit hours:** 3 **Web Delivery**  
**Instructor:** Professor Perrone  
Course Catalog Description: "Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors."
- **\*\*University Studies 102:** CRN: 5118 **Subject:** UNI **Course Number:** 102 **Section:** 501 **Credit hours:** 1 **Days:** M-F **Class time:** 10-11:00 am **Building & Room:** Myers Hall (MH) HSR **Instructor:** Professor Diane Williams  
Course Catalog Description: "An academic enrichment course, which provides students with strategies and practical experience for academic success. Topics to be covered include research skills, critical thinking applications, and effective study skills."

**\*Web Delivery:** “a course in which 100% of the course content is delivered asynchronously by technological means. There are no synchronous, face-to-face, or on-site attendance requirements because online courses are the electronic versions of classes offered on the Marshall campus delivered completely over the Internet.

**\*\* Available only to students starting Summer Prep on June 20th**

**Base Tuition Rates**

	<b>1 Hour Course</b> (UNI 102 only)	<b>3 Hour Course</b>	<b>Web Delivery 3 Hour Course</b>
W.V. Resident	\$284.25	\$852.75	\$972.75
Metro	\$498.50	\$1,495.50	\$1,615.50
Non-Resident	\$650.50	\$1,951.50	\$2,071.50

**These rates are only the Base Tuition Rates for each course listed. Depending on the college you were accepted in you may have additional fees applied.**

**Marshall University H.E.L.P.  
SUMMER Prep 2016  
Registration  
June 6 or June 20 – July 8, 2016  
We must receive this form by April 25 or ASAP**

Student Name \_\_\_\_\_ M.U. 901 No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student Email \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Telephone (Home) \_\_\_\_\_ Cell (student) \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

Parent One \_\_\_\_\_  
Email Address Cell Phone

Parent Two \_\_\_\_\_  
Email Address Cell Phone

Student Diagnosis \_\_\_\_\_

**\*Please choose three (3) Summer Prep instructional classes that you feel would best help you with your deficit areas:**

Math \_\_\_\_\_ Reading Decoding/Encoding \_\_\_\_\_

Study Skills \_\_\_\_\_ Reading Comprehension \_\_\_\_\_

Written Expression \_\_\_\_\_  
(Grammar/Punctuation)

Written Expression \_\_\_\_\_  
(Structure and Organization)

\* Final decision about your Summer Prep instructional classes made by Summer Prep staff

**Payments for H.E.L.P. Summer Prep fees are due no later than June 6, 2016**

**H.E.L.P. Summer Prep Fees:**

June 6-July 8, 2016

**WV Resident \$1200**

**Metro Area Resident \$1600**

**Non-WV Resident \$2300**

June 20-July 8, 2016

**WV Resident \$756**

**Metro Area Resident \$1008**

**Non-WV Resident \$1449**

Make checks payable to: "MU HELP Program"

College of Education and Professional Development  
Barbara P. Guyer National Center for H.E.L.P.

## PERMISSION TO CONTACT

### Honorary Board of Advisors

Honorable Gaston Caperton  
former Governor of West Virginia

Libby Pruett  
Martinsburg, WV

Tim Curry  
Philadelphia Eagles

### Board of Advisors

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The Family Educational Rights and Privacy Act (1974) is a federal law designed to grant and protect the privacy of students' rights, with regards to educational records. Commonly, students must give their written, signed, and dated consent for disclosure of their educational records to third parties.

I grant permission for staff of the H.E.L.P. Program for Students with Specific Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder and the necessary University staff, faculty, administrative offices, and my parents/legal guardian to exchange information regarding my participation in the H.E.L.P. Program. This information exchange may include but is not limited to: achievement or diagnostic data, academic performance, attendance, behavior, and classroom standing.

The consent is valid during matriculation at Marshall University under the Higher Education for Learning Problems Program.

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Student Name (printed)	901#
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Student Signature	Date
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Signature of Parent/Legal Guardian/Legal Representative	Date
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Signature of Witness (other than family member)	Date
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Signature of H.E.L.P. Program Staff	Date
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# **Meet and Greet**

Parent's Name:

Student's Name:

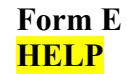
☐ Will be attending the "Meet and Greet" on June 6<sup>th</sup>.

Number Attending \_\_\_\_\_

☐ Will be attending the "Meet and Greet" on June 20th.

Number Attending \_\_\_\_\_

☐ Will not be attending the "Meet and Greet" and understand that pertinent information and the student handbook will be given at this time.



**See Reverse side for terms and conditions**





## **HOUSING AND FOOD SERVICE CONTRACT/APPLICATION**

### **General Information**

While every attempt is made to accommodate student's preferences for assignment, preferences are not guaranteed. The University also reserves the right to assign or change an assignment to a location different from the student's original assignment.

By signing this contract, the student agrees to respect and adhere to all policies, regulations, and procedures pertaining to University standards and any other University publications, which are made a part of this contract by reference. If, as specified in the aforementioned publications, the University reserves the right to change the student's assignment or to consider the contract terminated. When residency is terminated under these conditions, refunds will be made in accordance with the terms of this contract. Applications for University housing are subject to review by the Director of Housing and Residence Life. Pursuant to such review, residency may be denied upon cause and any monies paid, returned prior to occupancy by the student.

All room and board rates are approved by the Marshall University Board of Governor's and are available from the Department of Housing and Residence Life.

### **ROOM RESERVATION DEPOSIT**

All contracts must be accompanied by a \$200.00 Reservation Deposit. This deposit will be deducted from the total amount due for a summer session. Acceptance of a housing reservation does not guarantee admission to the University.

### **CANCELLATION OF RESIDENCE HALL AND FOOD SERVICE CONTRACT**

Cancellation of the Housing Contract must be received in writing by the Housing and Residence Life Office. Cancellations received thirty (30) days before the first official opening day of the residence halls will result in a refund of \$100.00 of the reservation deposit. Cancellations received after that date will result in a forfeiture of the entire \$200.00 reservation deposit.

### **WITHDRAWAL**

After the student has accepted occupancy, voluntary withdrawal from the University and in turn Housing and Food Service will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for any unused portion of the board plan. Please note that meal assignments are billed for a full week based on the food service vendor's billing cycle. The student remains liable for any unpaid room and board balance due. Students, whose residency is terminated, automatically forfeit all monies paid for that semester. Students who are denied admission; declared academically ineligible to return, or are unable to return for medical reasons will be refunded on a prorated basis.

### **NON-DISCRIMINATION**

No Citizen of the United States or any person within the jurisdiction thereof, shall on the ground of race, color, national origin, religion, sex, age, political affiliation, sexual orientation or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination University housing or food service. In accordance with this, no individual will be excluded from housing on the basis of such factors, nor will such factors, other than sex, be considered in making initial room assignments nor in approving requests for room changes, with the exception that the needs of physically challenged students and no tobacco preference will be evaluated in room assignment decisions.

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#### **SUMMER II HOUSING**

**OPENING - SUNDAY, JUNE 5 AT 9:00A.M.  
CLOSING - FRIDAY, JULY 8 AT 6:00 P.M.**

#### **SUMMER III HOUSING**

**OPENING - MONDAY, JULY 11 AT 9:00 A.M.  
CLOSING - FRIDAY, AUGUST 12 AT 6:00 P.M.**