



COURSE CREDIT REGISTRATION PACKET ALDERLEAF WILDERNESS COLLEGE

Welcome to the Alderleaf Wilderness College program. Western State Colorado University (DBA Western Colorado University) and Alderleaf Wilderness College have partnered to offer college credit to Alderleaf students. Credit is awarded upon successful completion of the Alderleaf program and Western's academic requirements as outlined in the Alderleaf Wilderness College Credit Registration Packet. Western's 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 Alderleaf program in which you have enrolled. You must be accepted for a specific Alderleaf program *before* submitting registration forms to Western Extended Studies. Enrollment and payment for credit must be completed two weeks prior to beginning an Alderleaf program.

- SECTION A 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 program**. Please indicate on the form the name of the program 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 program are not guaranteed to be processed. **Registrations requiring AmeriCorps or 529 plan funding must be submitted no later than 30 days before the Alderleaf payment deadline for program fees.**
- SECTION B CANCELLATION, TRANSFER, AND COURSE DISMISAL POLICIES**
Complete Section B, initial, and return to our office along with Sections A and C.
- 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 REQUIRED COURSEWORK/ FINAL SELF-EVALUATION.** Prior to completion of your program, write a final self-evaluation paper and email it to info@wildernesscollege.com. Your Alderleaf instructor will issue your grade and send a copy of your paper and grade to Western. If your paper and grade are not received within four weeks from the completion of your program, a grade of "F" will be recorded on your permanent transcript and there is no refund of your credit cost.

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 graduatestudies@western.edu.

ALDERLEAF WILDERNESS CERTIFICATION PROGRAM

Students who are 18 years or older are eligible to earn college credit through Western for Alderleaf Wilderness College. 18 credits may be earned for each core curriculum and you must enroll in all 18 credits.

SELECT YOUR PROGRAM OF STUDY	CREDITS	CREDIT COST
() Alderleaf Wilderness Certification Program (Year 1)	18 credits	\$2,970.00
ROE 197 Wilderness Survival: Hunter-Gatherer Living Skills	3 credits	
ENVS 197 Ethnobotany: Wild Edible & Medicinal Plants	3 credits	
BIOL 197 Wildlife Tracking: Interpreting Tracks and Signs	3 credits	
ENVS 197 Naturalist Skills: Place-based Ecological Knowledge	3 credits	
ENVS 197 Permaculture Design: Sustainable Living Systems	3 credits	
ROE 197 Nature Based Education: Teaching and Leadership	3 credits	
() The Advanced Wilderness Skills Program (Year 2)	18 credits	\$2,970.00
ENVS 297 Applied Naturalist Skills	3 credits	
ROE 297 Bushcraft and Primitive Living Skills	3 credits	
BIOL 297 Wildlife Tracking in Field Science	3 credits	
ENVS 297 Advanced Ethnobotany	3 credits	
ROE 297 Teaching and Leading Wilderness Programs	3 credits	
ENVS 297 Permaculture: Implementing Sustainable Living Systems	3 credits	

Credit award is based on three components:

- The student's completion of the program.
- The student's final written self-evaluation following Alderleaf's self-evaluation guidelines (Section E.)
- A satisfactory assessment of student's program performance as evaluated by the instructor(s).

Grading: Students are graded on an A, B, C, D, F basis.

Cancellations, Transfers, Terminations:

- The student must notify Extended Studies in writing 10 days prior to the course start date of any credit registration cancellation, credit registration changes, Alderleaf course cancellation, or Alderleaf course transfer.
 - If a student notify's Extended Studies of a course cancellation, credit change, or transfer 10 days or less of the course start date no refunds will be issued and the student is subject to a \$50 fee.
 - Emergency situations are determined on a case by case basis. The student must notify Extended Studies in writing within 14 days of the emergency incident.
- If a student is terminated from a course there will be no refund issued and the student will receive a Technical Fail (TF) on their transcripts.
- If Alderleaf cancels a course there will be a \$30 administrative fee.

Credit Transfer to Other Schools: Students wishing to transfer credit to other institutions should contact their academic advisor concerning how these credits may be applied to their program 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.

SECTION A. ALDERLEAF 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 Colorado University? Y ___ N ___

PARENT OR LEGAL GUARDIAN CONTACT INFORMATION

Name: _____ Relationship to Student: _____

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

Parent Email Address: _____

PROGRAM INFORMATION

ALDERLEAF PROGRAM (Please select): ____ Year 1 ____ Year 2

DATES: FROM ____/____/____ TO ____/____/____

PAYMENT INSTRUCTIONS AND DEADLINES

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 of \$2,970.00 in U.S. dollars is required with registration.

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

If you selected credit card as your payment method, you may pay through the Cashier's Office **after** receiving your invoice by email from the Extended Studies Office. **The Cashier's Office may be reached by calling 970.943.3003 during their office hours 9:00am – 4:00pm (MST), Monday-Friday.**

I am not using AmeriCorps or 529 Plan funding and am paying for my credit cost only. I am registering for 18 credits at a cost of \$2,970.00. My balance due is \$ \$2,970.00.

*If you selected payment using an AmeriCorps voucher or 529 Plan, please complete the following appropriate section.

AMERICORPS VOUCHER PAYMENT

To use your AmeriCorps voucher to pay for your program, 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 tuition due to Alderleaf plus your credit cost due to Western State Colorado University. Please fill in this information here:

Alderleaf Tuition	
Western Credit Cost (\$2,970.00)	
Grand Total for AmeriCorps voucher	

- B. Log in to your AmeriCorps account at my.americorps.gov no later than 30 days before your program 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 program. Enter your voucher expiration date: ____/____/____ **Western will not certify a voucher that will expire before your program begins.**

I have submitted my AmeriCorps voucher online to Western in the amount of \$_____. This amount covers my credit cost plus my Alderleaf program fees. After certifying my funds, I understand that Western Colorado University will deduct the cost of credit and send the balance to Alderleaf. 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 program 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 program, you must first receive your invoice. This invoice will contain your student ID, which authorizes Western Colorado University to receive funding on your behalf. Next, you must determine your fund's requirements for processing payment requests. Please obtain this information from your plan before contacting our office to confirm your amount due. Follow these steps for 529 payment:

Calculate how much you need to request from your fund to send to Western. This will equal your tuition due to Alderleaf plus your credit cost due to Western Colorado University.

Alderleaf Tuition	
Western Credit Cost (\$2,970.00)	
Grand Total for 529 payment	

- B. Contact your 529 plan no later than 30 days before your program 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 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. 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, 1 Western Way, Gunnison, CO 81231

After receiving my payment, I understand that Western Colorado University will deduct the cost of credit and send the balance to Alderleaf. College credit registration is required in order for me to use 529 funds.

Payment must be completed 10 days prior to your course start date. If payment is not completed 10 days prior to your course start date you may be subject to being dropped from your credits and assessed the full charge.

Only payments received by Western will be recorded on 1098-T's

I have read, understand, and agree to the above Payment Deadline Information. Please initial here: _____

SECTION B. CANCELLATION, TRANSFER, AND COURSE DISMISSAL POLICIES

- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any credit registration cancellation I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any ALDERLEAF course cancellation I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if I do not notify Extended Studies in writing a minimum of 10 days prior to my course starting of any ALDERLEAF course transfer I will not be refunded the cost of my credits and I will be subject to a \$50 fee.
- I understand that if ALDERLEAF cancels a course I will be subject to a \$30 administrative fee.
- I understand that once my course begins I cannot change my registration.
- I understand that if I contact Extended Studies after my course begins about credit registration changes, course transfer, or course cancellation I will receive a Technical Fail on my transcripts and will not be refunded.
- I understand that if I do not submit payment for my credits before my course begins I will be dropped from my credits but will still be charged the full price.
- I understand that if I am terminated from a course there will be no refund issued and I will receive a Technical Fail (TF) on my transcript.
- I understand that emergency situations are determined on a case by case basis. I must notify Extended Studies in writing within 14 days of the emergency incident.

I have read, understand, and agree to the above cancellation, transfer, and course dismissal policy. Please initial here: _____

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 final written self-evaluation to Alderleaf as set forth by the Alderleaf program, 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 program cancellation or withdrawal from a program in progress, I will receive an automatic TF on my transcript for the original program I registered for. **Please initial here your acknowledgement:** _____

My Alderleaf instructor will send a copy of my Alderleaf transcript and my self-evaluation paper to Western at the conclusion of my program, along with my grade. I give Alderleaf permission to release my transcript, paper, and grade to Western. **Please initial here to confirm your consent:** _____

***EXTENSIONS:** Any extension request must be submitted to Alderleaf in accordance to Alderleaf policies. Western must receive a grade, transcript, and copy of your final self-evaluation from Alderleaf within four weeks of the completion of your program.

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 Alderleaf program (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 program. 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 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 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 Colorado University
Extended Studies, Taylor 303
1 Western Way
Gunnison, CO 81231

Phone: 970.943.2885
Fax: 970.943.7068
Email: outdoorprograms@western.edu
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.

Student Last Name (please print)	Student First Name	MI	Stu #
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Student Signature	Date
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Parent/Guardian Information (If parents/guardians live at the same address, please list both in the first column)

Name(s)

Name(s)

Address

Address

City, State, Zip

City, State, Zip

Telephone

Telephone

Email

Email

SECTION E. SELF-EVALUATION FINAL PAPER

Prior to completing your program, you must email your final self-evaluation paper to info@wildernesscollege.com.

Western Colorado University will award credit, as well as a final grade after you have successfully completed the program based upon your transcript cover sheet, mid-year self-evaluation, and final self-evaluation paper and your full payment of tuition has been received. Your grade and copy of your final paper are to be received by the Extended Studies Office no later than four weeks from your program completion.

Please follow Alderleaf's Self-Evaluation final assignment description below as your guideline for writing your paper:

ALDERLEAF WILDERNESS COLLEGE Self-Evaluations

Self-evaluations are the most important part of your Alderleaf transcript. The self-evaluation often has the only hard information on your own work. It is often the only part of your transcript which has serious content, the only portion of the transcript from which a reader can actually learn what you have done at Alderleaf, what you have studied, and what you have learned. The other parts of the transcript simply say what everyone in the program did (the program description). The self-evaluation is your opportunity to tell your story in your way to potential future employers or educational institutions.

How to Write Self-Evaluations:

- You are literally writing your transcript! So the evaluation must be clean, neat, well-typed, and free from spelling, punctuation, and syntax blunders. Really bad copies won't be accepted. Also, it is required that you have both transcripts turned in before you can officially graduate and receive your certificates.
- The two self-evaluations taken as a whole should provide a running account of your progress through Alderleaf. Read and answer the questions below carefully.

Things you can put IN to the evaluations:

Here are some guiding thoughts and questions to help focus your reflections and writing.

A) Concentrate at least 1/3 of the evaluation on anything in the program that would be important to your future plans, a future employer, or future graduate school. You should concentrate on things that:

- Pertain to your future goals
- Connect to past work, or point to future work (what skills might you need in a few years?)
- Were vital to the work of the program, and your relative accomplishment in it
- Personally affected YOU whether or not they were important to the program or your future work.

B) Write about your accomplishments, lessons and challenges. Give several examples of: best moments, worst moments, and major turning points. Use the following questions to guide you:

- How do your accomplishments differ from your original expectations?
- What idea or skill was hardest to really "get?"
- What crucial idea or skill just came naturally?
- What accomplishment/lesson/challenge surprised you?
- What are the most important things you did during this part of the year and what are you proud of?

(over)

C) Give an honest critique of your progress.

- What advice would some friends in the program give you if they spoke with 100% honesty and caring? What advice do you have for yourself?

- Did you work hard or not? Get a lot done or not? Think of a few ways you could have done a better job.

D) Make the self-evaluation as stylish and as uniquely yours as you can. You want to write an evaluation that no other student in the program could possibly write. You want to present a recognizable portrait of yourself. You want to write something that no one could mistake for the evaluation of any other student.

Things to leave OUT of evaluations, unless they are absolutely necessary:

A) Negative comments about yourself, your own work, and your own abilities. This is not the space to beat yourself up. You can acknowledge poor work, but you should concentrate on what is positive. Admitting deficiencies and/or failures can actually strengthen a positive evaluation. Don't go on and on about these deficits at length - just admit them, explain why they were important, explain what you hope to do about them in the future.

B) Negative comments about the program, its format, its faculty, your fellow students... A future employer or graduate school doesn't need to hear this, and it can do you great damage in their eyes. Save this for the program evaluation.

C) Emotional statements, "feeling comments," and excessive information about your personal life, unless such information is absolutely needed to explain why something went wrong, or why you did something different from the other students. You can, of course, say that you were pleased with something or not pleased... but be brief, and rather vague. This would involve a LOT of writing if you tried to cover everything that happened. Since you can't cover everything you must make a careful selection.

D) Anything the program description says, you don't need to repeat; simply assume it is already described.

E) Mere lists of your activities and accomplishments are never convincing: ANYONE can write a list; even someone who slept through every class can make a list of activities.