



## COURSE CREDIT REGISTRATION PACKET Landmark Learning 2017-2018

**Before contacting our office with questions, read through this entire packet and review all policies carefully.**

Welcome to the Landmark Learning program. Western State Colorado University and Landmark Learning have partnered to offer college credit for Landmark Learning students. The credit is upper division elective credit and is awarded by the Recreation and Outdoor Education department (ROE) upon successful completion of the Landmark Learning course and Western's academic requirements as outlined in this credit registration packet. Western Extended Studies Office administers the registration, enrollment and payment process. Enclosed is information that must be followed carefully in order for you to receive Western credit for the course in which you have enrolled. You must be accepted for a specific Landmark Learning course *before* submitting registration forms to Western Extended Studies. Once your forms are completed and signed, please make legible scans and email them to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu).

**SECTION A REGISTRATION POLICIES.** This gives information about registration, tuition, grading, incompletes, cancellations, course transfers, evaluations, and transcripts.

**SECTION B STUDENT INFORMATION AND CREDIT REGISTRATION (p. 3)** List 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 are processed in the order they are received. If received less than two weeks before the course start date, processing is not guaranteed.

**EMERGENCY CONTACT INFORMATION AND PAYMENT (p. 3-5)** Payment for credit in full is due **no later than two weeks before the first day of your course**. Registration requests with the addition of processing AmeriCorps or 529 plan educational funding for tuition and fees must be submitted **no later than 30 days before the student's Landmark Learning payment due deadline**. If AmeriCorps or 529 plan processing requests are received outside of this deadline, student should be prepared to pay Landmark Learning their balance due up front. 529/AmeriCorps refund arrangements are available on a case-by-case basis.

**SECTION C DISCLOSURE, DISCLAIMER, WAIVER, AND ACADEMIC POLICIES.** Complete Section C, sign and/or initial where required. 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 A. REGISTRATION POLICIES

Students who are 15 years or older are eligible to earn ROE 397 Special Topics college credit through Western for Landmark Learning courses. For Landmark Learning courses, Western Extended Studies charges \$80 per single credit and \$60 per half credit. Please select your course and amount of credit based on the following scale:

**Grading:** Landmark Learning courses are graded on an A, B, C, D, F basis. Grades are received from Landmark Learning (and NOLS Wilderness Medicine for the WUMP for the 3+1 course) and processed by Extended Studies within 6 weeks of course completion. Students will receive a notice by email from [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) once their grade is recorded with the Western Registrar's Office.

**Incompletes (IN), Withdrawals (W), and Drops:** Once a student has attended a course, they are considered enrolled. Enrolled students who are unable to complete a course for reasons beyond the student's control (e.g. illness/injury) 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 and date of departure with the Landmark Learning office. For a grade of Incomplete (IN) to be recorded, the student must have attended 50% or more of the course. The student and the Landmark Learning Instructor of Record must agree upon a plan for a retake of the course in a time period not to exceed six months from original course date end and according to Landmark Learning policies for coursework and grading. If acceptable arrangements are not made, the IN will revert to a Technical Fail (TF). For a Withdrawal (W) on the permanent transcript or a complete credit drop to be processed, the percentage of course attended will be calculated by Extended Studies to find which range is allowed according to the Registrar's policies. Failure to notify Extended Studies of departure during the course date range will result in an automatic TF on the student's permanent transcript. There is no refund of credit cost for an Incomplete, Withdrawal or Drop once a student is enrolled.

**Suspension:** If a student is sent home by Landmark Learning due to behavior or disciplinary issues, Western reserves the right to process a TF based on the student's dismissal and failure to complete the course. The student does not receive a refund.

**Cancellations and Course Transfers:** Students must notify Extended Studies in writing a minimum of two business days before their course begins of any credit registration cancellation, credit registration changes, Landmark Learning course cancellation, or Landmark Learning course transfer. ***Non-attendance does NOT constitute cancellation through Western.*** Registration may not be changed once the student is on course. At no time may credit registration changes take place after a course has ended. ***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 Landmark Learning course will result in a TF in the original course and no credit will be issued for the new course. AmeriCorps funding that has been processed may only be transferred for a new course within the same term. A \$50.00 processing fee will be assessed for cancels, transfers and credit changes.

**Grades and Transcripts:** Once a grade is available, the Extended Studies Office will notify the student by email. Transcripts may be ordered at [www.getmytranscript.com](http://www.getmytranscript.com) for a nominal fee.

**Credit Transfer to Other Schools:** Students wishing to transfer Western State Colorado University credit to other institutions should contact their own Registrar's Office with their questions. Transfer or substitution of credit into other institutions is not the decision of Western's Registrar to make. General catalog descriptions are available upon request.

**SECTION B. LANDMARK LEARNING CREDIT REGISTRATION**

This is a college credit registration. List student information ONLY here. Parent information may be completed at the bottom of p.3 and in Section D. A direct student email address is required to process forms. (\*Required information; Social Security # is required if this includes an AmeriCorps or 529 funds processing request.)

Student ID:  
Term:  
CRN LM:  
CRN NWM:  
Tuition LM:  
Tuition: NWM:  
Payment Type:  
Registered:

**Last Name\*:** \_\_\_\_\_ **First Name\*:** \_\_\_\_\_ **MI:** \_\_\_\_\_

**Date of Birth\* (Month/Day/Year):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security #\*** \_\_\_\_-\_\_\_\_-\_\_\_\_

**Mailing Address\*:** \_\_\_\_\_

**City\*:** \_\_\_\_\_ **State\*:** \_\_\_\_\_ **Zip\*:** \_\_\_\_\_

**Student Phone\*:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **Student Email Address\*:** \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_ U.S. Citizen: Y \_\_\_ N \_\_\_ Do you have a bachelor's degree? Y \_\_\_ N \_\_\_  
Ethnicity: Caucasian/White \_\_\_ Hispanic \_\_\_ American Indian \_\_\_ Black \_\_\_ Asian Pacific \_\_\_ Other \_\_\_ Decline to Answer \_\_\_

Are you a degree-seeking student at Western State Colorado University?\* Y \_\_\_ N \_\_\_ If yes, list ID: \_\_\_\_\_

**LANDMARK LEARNING COURSE INFORMATION**

**COURSE TITLE\*:** \_\_\_\_\_ **COURSE LOCATION\*:** \_\_\_\_\_

**COURSE DATES\*:** FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ **NUMBER OF DAYS\*:** \_\_\_\_\_

**NUMBER OF CREDITS\*:** \_\_\_\_ **DOES THIS COURSE INCLUDE INTERNATIONAL TRAVEL?\*** Y \_\_\_ N \_\_\_  
(Credit registration is required in order for Western to process AmeriCorps educational awards or 529 plan funding.)

SELECT YOUR COURSE	# OF CREDITS	CREDIT COST	TOTAL CREDIT COST
( ) WEMT (3+1)			
Emergency Medical Technician (EMT) Intensive	4 credits	\$320	
NOLS Wilderness Medicine WUMP	1 credit	\$80	
Total Cost for the WEMT (3+1)			\$400
( ) Emergency Medical Technician (EMT) Intensive	4 credits	\$320	\$320
( ) EMT Refresher Training Program	.5 credit	\$60	\$60
<b>Grand Total:</b>			

**PARENT OR LEGAL GUARDIAN EMERGENCY CONTACT INFORMATION**

Parent or legal guardian permission to access student account information for college students is not allowed by FERPA regulations without express student permission. **To grant this permission, Section D of this packet must be completed, signed and returned from the student.** If permission is not received, our office may communicate only with the student concerning enrollment, assignments, grades and payment information, including 529 processing. The emergency information listed here is not considered the release form.

**Name (s):** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Other Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Email:** \_\_\_\_\_

**PAYMENT INSTRUCTIONS** (Select all that apply)

**Method of Payment\*\*\*:** **Credit Card\*\*** \_\_\_\_ **Check or M/O\*** \_\_\_\_ **AmeriCorps Voucher** \_\_\_\_ **529 Plan** \_\_\_\_

*Please note: 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 (\$80.00 per single credit; \$60.00 per .5 credit) is required once you receive your registration confirmation.*

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 \$60.00/.5 credit or \$80.00/credit. My balance due is \$ \_\_\_\_\_.

\*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 FOR YOUR CREDITS ONLY through the Cashier's Office AFTER receiving your registration confirmation by email from [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). The Cashier's Office may be reached by calling 970.943.3003 during their office hours 9:00am – 4:00pm (MST), Monday-Friday.**

\*\*\*For payment using an AmeriCorps voucher or 529 Plan, read the information below and complete the appropriate section on p. 5.

**REGISTRATION AND PAYMENT DEADLINES**

**REGISTRATIONS WITH 529 PLAN AND AMERICORPS EDUCATIONAL FUND PROCESSING REQUESTS:** All registrations with requests to process 529 or AmeriCorps education funding must be received no later than 30 days before the Landmark Learning tuition payment deadline. Registrations with funding requests take 5-10 business days to process. **Please note that all mismatched 529 Plan or AmeriCorps funding will delay payment processing to Landmark Learning and is not guaranteed to be processed in a timely manner. If you are unsure of your total due, AFTER receiving your registration confirmation, please contact Dana Miller at [dmmiller@western.edu](mailto:dmmiller@western.edu).**

**529 PLANS:** AFTER you have received your registration confirmation, email [dmmiller@western.edu](mailto:dmmiller@western.edu) to confirm your balance due and an invoice will be returned to you. Payment arrangement using 529 plan educational funding takes place AFTER you have received your registration confirmation by email from [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). DO NOT arrange with your financial institution to send a 529 plan payment to Western State Colorado University until AFTER you have received a registration confirmation and you have confirmed your exact amount due for course cost and credit with Dana M. Miller, Assistant Director of Extended Studies. If you are planning to pay for your Landmark Learning course fee and Western credit in one payment with a credit card, this is only possible if you are using previously withdrawn 529 funding. DO NOT call the Cashier's Office until you have requested this arrangement by notifying Dana Miller with an email to [dmmiller@western.edu](mailto:dmmiller@western.edu) of your intention so this billing may be set up in your account. This arrangement takes several business days to complete. You will receive notice by email confirming when your account is ready to receive payment.

**AmeriCorps Vouchers:** If you send incorrect or multiple AmeriCorps vouchers, you will be asked to cancel the incorrect voucher(s) and resubmit a voucher in the correct amount before Western will certify payment to Landmark Learning.

**CREDIT ONLY REGISTRATIONS:** Credit only registrations must be received no later than two weeks before the Landmark Learning course start date. Credit only registrations received less than two weeks before the course start date are not guaranteed to be processed. Extended Studies Outdoor Programs may deny any late registrations at its discretion. Incomplete registrations are subject to immediate denial if received after the two week deadline.

I have read, understand, and agree to the above Registration Deadline Information. Please initial here: \_\_\_\_\_

### AMERICORPS VOUCHER PAYMENT

To use your AmeriCorps voucher to pay for your course, follow these steps to authorize a voucher to Western:

- A. Calculate how much you need to submit. This will equal your invoice due to Landmark Learning plus your credit cost due to Western. **Western will certify one voucher for your course. Make sure your total is correct before transmitting funds.**

Landmark Learning Invoice	
Western Credit Cost (\$80/1 credit, \$60 p/.5 credit)	
<b>GRAND TOTAL for AmeriCorps voucher*</b>	

- B. Log in to your AmeriCorps account at [my.americorps.gov](http://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, (If your voucher is set to expire soon, there will be an expiration date noted in your AmeriCorps account.) **Western will not certify a voucher that will expire before your course begins.** Also check that your funds are available. If you have recently completed your service, please be aware that it could take up to a month before your funds are available to send to Western. **Western will not guarantee funding to Landmark Learning for you until your funds are available and a voucher is submitted. Please be prepared to pay Landmark Learning up front if your funds are not available by 30 days before your payment deadline.**

I have submitted my AmeriCorps voucher online to Western in the amount of \$\_\_\_\_\_. This amount covers my Western credit cost plus my Landmark Learning course fees. After certifying my funds, I understand that Western State Colorado University will deduct the cost of Western credit and send the balance to Landmark Learning. Any outstanding amount due to Landmark Learning is my responsibility. Western college credit registration is required for me to use AmeriCorps funds. Western does not process funding to pay for credit at any other institution.

**\*Do NOT submit more than this total. You will be asked to cancel and redo incorrect voucher submissions. 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 email [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) to request an AmeriCorps expense reimbursement packet.**

### 529 PLAN PAYMENT

To use 529 educational savings funds to pay for your course, you must **FIRST** receive your credit registration confirmation. This confirmation will contain your student ID, which authorizes Western State 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:

- A. Calculate how much to send to Western. This will equal your invoice due to Landmark Learning plus your credit cost due to Western State Colorado University. **You must confirm your Grand Total amount with our office before initiating payment.**

Landmark Learning Invoice		
Western Credit Cost (\$80/1 credit, \$60 p/.5 credit)		
<b>Grand Total for 529 payment</b>		

- B. Contact your 529 plan to find out your plan's procedure. Fully complete this 529 information section below:
  - 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 in order to process a withdrawal? Y \_\_\_\_ N \_\_\_\_.
  - c. How does my fund send payment? Directly to me \_\_\_\_ By check to Western \_\_\_\_ By wire to Western \_\_\_\_
  - d. Do you plan on first withdrawing your funds and paying Western the Landmark Learning tuition in addition to Western credit by credit card? Y\_\_\_\_ N\_\_\_\_ (Note: Credit card course fee option processed by Western is only available for previously withdrawn 529 funds. If you are being reimbursed by your plan, you must pay Western and Landmark Learning separately and request an invoice.)
- C. If your plan needs an invoice from Western to release funds, contact Dana Miller at [dmmiller@western.edu](mailto:dmmiller@western.edu) **AFTER** you have received your registration confirmation to confirm your exact 529 payment amount.
- D. Please have 529 plan check payments made out to: **Western State Colorado University** and include your name and Western Student ID# as identification for the payment. Mail to Extended Studies, Taylor 303, 600 N Adams St, Gunnison, CO 81231.

After receiving my payment, I understand that Western State Colorado University will deduct the cost of Western credit and send the balance to Landmark Learning. Any outstanding amount due to Landmark Learning is my responsibility. Western college credit registration is required in order for me to use 529 funds. Western does not process funding to pay for credit at any other institution.

**SECTION C. DISCLOSURE, DISCLAIMER, WAIVER AND ACADEMIC POLICIES**

I understand that if I don't fulfill the credit requirements as outlined in this packet 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:** \_\_\_\_\_

Landmark Learning and/or NOLS will send a grade to Western at the conclusion of my course. I provide consent for the release of my grade to Western State Colorado University. **Please initial here to confirm your consent:** \_\_\_\_\_

**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 Landmark Learning 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 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

## 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
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Student Signature	Date
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**IMPORTANT!! COMPLETE THIS SECTION BELOW. Parent/Guardian Information (If parents/guardians live at the same address, please list both in the first column)**

Parent/Guardian Name(s)	Parent/Guardian Name(s)
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Address	Address
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City, State, Zip	City, State, Zip
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Telephone	Telephone
-----------	-----------

Email	Email
-------	-------



Dear Student,

Thank you for your interest in earning credit for your Landmark Learning course through Western State Colorado University. 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, and to schedule a campus visit, go to [western.edu](http://western.edu), email [admissions@western.edu](mailto:admissions@western.edu), or call Western Admission's Office at 800.876.5309. For graduate program information, visit [western.edu/graduate](http://western.edu/graduate) or email [graduatestudies@western.edu](mailto:graduatestudies@western.edu).

If you have any questions about your Landmark Learning registration through Extended Studies, the quickest way for us to get an answer to you is through email. Please email a detailed message of your question or concern to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu). Our response time for email is generally within two to three business days.

We trust your Landmark Learning course experience will be an enriching and wonderful time!

Warm regards,

Dana M. Miller, Assistant Director of Extended Studies  
CC: Erica Boucher, Director of Extended Studies

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#### **Outdoor Programs Contact Information**

Dana M. Miller, Assistant Director of Extended Studies  
Outdoor Programs Coordinator and Financial Services  
[dmmiller@western.edu](mailto:dmmiller@western.edu)

Sarah Mercer, Staff Office Assistant  
Outdoor Programs Registrations and Grades Manager  
[outdoorprograms@western.edu](mailto:outdoorprograms@western.edu)

#### **Mailing Address:**

Western State Colorado University  
Extended Studies, Taylor 303  
600 N Adams St  
Gunnison, CO 81231

Phone: 970.943.2885  
Fax: 970.943.7068  
Web: [western.edu/outdoorprograms](http://western.edu/outdoorprograms)