



COURSE CREDIT REGISTRATION PACKET OUTWARD BOUND 2017-2018

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

Welcome to the Outward Bound program. Western State Colorado University and Outward Bound have partnered to offer college credit to Outward Bound students. The credit is awarded by the Recreation and Outdoor Education department (ROE) upon successful completion of the Outward Bound course and Western's assignments as outlined in this 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 Outward Bound course *before* submitting registration forms to Western Extended Studies. Once your forms are completed and signed, make legible scans and email them to 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. Be sure and select your credit package. 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. 4-5) 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 Outward Bound payment due deadline**. If AmeriCorps or 529 plan processing requests are received outside of this deadline, student should be prepared to pay Outward Bound 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 Sections A and 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 Assignments/Evaluations: Within three weeks of the completion of your course, complete your assignment that corresponds with your credit registration package. This assignment, along with your due date, will be emailed to you with your registration confirmation. Assignments are also available for download from the Outward Bound program link at western.edu/outdoorprograms. Email your completed assignment to Extended Studies at outdoorprograms@western.edu by your due date. With your consent, your Outward Bound instructor will send a copy of your Outward Bound evaluation to our office after your course ends. Your instructor evaluation is a part of your grade and is required for us to submit with your written assignment to faculty for your final grade. 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.**

SECTION A. REGISTRATION POLICIES

Students who are 15 years or older are eligible to earn college credit through Western for Outward Bound courses. The tuition charge is \$125.00 per credit. Beginning academic year 2017-2018, the Recreation and Outdoor Education Department (ROE) and Extended Studies designed an assignment for Outward Bound Expedition students that provides ROE Western State Colorado University course credit under the course prefix OUTD. The new OUTD course prefix was created and approved to define ROE catalog credit that is specific to Extended Studies Outdoor Programs registration. A description of the courses, as well as the corresponding assignment for each credit registration package listed in Section B may be downloaded on the Outward Bound program link at western.edu/outdoorprograms. The specific assignment and due date is sent directly by email to the student with their registration confirmation.

Credit award is based on three components:

- The student's completion of the course.
- The student's written assignment that corresponds with the credit package.
- The student's fulfillment of the learning objectives as evaluated by the Outward Bound instructor(s).

Grading: Outward Bound students are graded on an A, B, C, D, F basis. The Outward Bound Instructor Evaluation is 60% of the grade and the written assignment(s) due to Western is 40% of the grade. The written assignment will not be accepted by faculty without the Outward Bound Instructor Evaluation.

Incompletes (IN), Withdrawals (W), and Drops: Once a student has attended an Outward Bound 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 Outward Bound 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 Instructor of Record must agree upon a plan for the completion of their assignment 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 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 Technical Fail (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 Outward Bound 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. Student does not receive a refund.

Cancellations and Course Transfers: Students must notify Extended Studies a minimum of two business days before their course begins of any credit registration cancellation, credit registration changes, Outward Bound course cancellation, or Outward Bound course transfer. ***Non-attendance does NOT constitute cancellation through Western.*** Registration and assignments may not be changed once student is on course. At no time may credit registration changes take place after 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 Outward Bound 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 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. STUDENT INFORMATION AND CREDIT REGISTRATION

This is a college credit registration. List student information ONLY here. Parent information may be completed on p.4. 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:
Tuition:
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 _____

OUTWARD BOUND COURSE INFORMATION

COURSE TITLE*: _____

COURSE DATES*: FROM ____/____/____ TO ____/____/____ NUMBER OF DAYS*: _____

NUMBER OF CREDITS*: ____ DOES THIS COURSE INCLUDE INTERNATIONAL TRAVEL?* Y ___ N ___

SELECT YOUR CREDIT PACKAGE*	OFFICE USE ONLY	DAYS OF COURSE	COST
Short Course Credit Packages			
() ONE Credit: OUTD 397 Special Topics		5-8 days	\$125
() TWO Credits: OUTD 397 Special Topics		9-14 days	\$250
Standard Course Credit Packages			
() THREE Credits: OUTD 189 Principles of Outdoor Recreation		15-80+ days	\$375
() SIX Credits: OUTD 189 Principles of Outdoor Recreation OUTD 283 Leadership and Facilitation		25-80+ days	\$750
() NINE Credits: OUTD 189, 283 and ONE of the following (please select)*:		51-80+ days	\$1,125
() OUTD 293 Outdoor Pursuits Education – Water Based			
() OUTD 295 Outdoor Pursuits Education – Snow Based			
() OUTD 296 Outdoor Pursuits Education – Land Based			
<i>*If no selection is made, you will be automatically registered in OUTD 296 - Land</i>			
Additional Special Topics Credits (1-9 available)			
() I am registering for the NINE Credit Package and wish to register for ____ OUTD 397 Special Topics credits at the cost of \$125 per credit.		71-80+ days	# x \$125
		Grand Total:	

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 (\$125.00 per 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 \$125.00 per 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. 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 Outward Bound 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 Outward Bound 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.**

529 Plans: AFTER you have received your registration confirmation, email 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. **DO NOT** arrange with your financial institution to send a 529 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 Outward Bound 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 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 and process payment to Outward Bound.

CREDIT ONLY REGISTRATIONS: Credit only registrations must be received no later than two weeks before the Outward Bound 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 Outward Bound plus your credit cost due to Western. **Western will certify one voucher for your course. Make sure your total is correct before transmitting funds.**

Outward Bound Invoice	
Western Credit Cost (\$125 per credit)	
GRAND TOTAL for AmeriCorps voucher*	

- 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, (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 Outward Bound for you until your funds are available and a voucher is submitted. Please be prepared to pay Outward Bound up front if your funds are not available by 30 days before your Outward Bound payment deadline.**

I have submitted my AmeriCorps voucher online to Western in the amount of \$_____. This amount covers my Western credit cost plus my Outward Bound 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 Outward Bound. Any outstanding amount due to Outward Bound is my responsibility. Western college credit registration is required for me to use AmeriCorps funds. Western does not process funding for other institutions.

***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 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 Outward Bound plus your credit cost due to Western State Colorado University. **You must confirm your Grand Total amount with our office before initiating payment.**

Outward Bound Invoice	
Western Credit Cost (\$125 per credit)	
Grand Total for 529 payment	

- 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 OUTWARD BOUND 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 Outward Bound separately and request an invoice.)
- C. If your plan needs an invoice from Western to release funds, contact Dana Miller at dmiller@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 Outward Bound. Any outstanding amount due to Outward Bound is my responsibility. Western college credit registration is required for me to use AmeriCorps funds. Western does not process funding for other institutions.

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 my written assignment 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 my grade, my Outward Bound instructor will send a copy of my Outward Bound Evaluation to Western at the conclusion of my course. I provide consent for the release of my evaluation to Western. **Please initial here to confirm your consent:** _____

***EXTENSIONS:** Assignment 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 before the original coursework due date 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 OUTWARD BOUND 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
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Email	Email
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SECTION E. OUTWARD BOUND LEARNING OBJECTIVES AND WRITTEN ASSIGNMENT

Beginning academic year 2017-2018, the Recreation and Outdoor Education Department (ROE) and Extended Studies designed an assignment for Outward Bound students that provides ROE Western State Colorado University undergraduate course credit* under the course prefix OUTD. The new OUTD course prefix was created and approved to define ROE catalog credit that is specific to Extended Studies Outdoor Programs registration. Based on length of course, students have choices to register in as little as 3 credits or as many as 9 credits to earn course credit. Additional special topics (OUTD 397) credits based on learning experiences gained on course may be added, as well. Each category of credits has a corresponding assignment. A single term registration may not exceed 18 credits. A description of the courses, as well as the corresponding assignment for each credit registration package listed below may be downloaded on the Outward Bound program link at western.edu/outdoorprograms. A specific assignment with a due date will also be sent to the student directly by email one time along with their registration confirmation.

STANDARD COURSE CREDIT PACKAGES

3 credits	OUTD 189	Principles of Outdoor Recreation
6 credits	OUTD 189 OUTD 283	Principles of Outdoor Recreation Leadership and Facilitation
9 credits	OUTD 189, 283 and one of the following, depending on mode of transportation OUTD 293 OUTD 295 OUTD 296	Outdoor Pursuits Education – Water Based Outdoor Pursuits Education – Snow Based Outdoor Pursuits Education – Land Based
1-9 credits	OUTD 397	1 – 9 additional Special Topics elective credits may be added, up to 18 total credits per term, depending on course length.

SHORT COURSES:

Students attending courses with a length of 5-8 days may register for 1 OUTD 397 Special Topics credit.

Students attending courses with a length of 9-14 days may register for 2 OUTD 397 Special Topics credits.

UNDERGRADUATE COURSE DESCRIPTIONS

OUTD 189 Principles of Outdoor Recreation, 3 credits

An exploration of the characteristics of wilderness and back-country environments in terms of potential hazards and human capability for adverse impact on resource lands. The course is designed to create an outdoor education foundation and to enhance the knowledge of and appreciation for the natural environment so that safe, responsible and enjoyable outdoor adventures are possible.

OUTD 283 Leadership and Facilitation, 3 credits

A study of recreation and outdoor education leadership, including leading activities, managerial leadership, and the art of facilitation. Emphasis is placed upon appropriate theories and techniques for varying populations. Co-requisite OUTD 189.

OUTD 293 Outdoor Pursuits Education—Water Based, 3 credits

Water-based outdoor leadership, skill development in areas such as rescue techniques, rafting, and kayaking. Co-requisites: OUTD 189; OUTD 283.

OUTD 295 Outdoor Pursuits Education—Snow Based, 3 credits

Snow-based outdoor leadership, skill development in areas such as rescue techniques, mountaineering, back-country skiing, and winter camping. Co-requisites: OUTD 189; OUTD 283.

OUTD 296 Outdoor Pursuits Education—Land Based, 3 credits

Land-based outdoor leadership and skill development in areas such as rescue techniques, mountaineering, rock climbing, backpacking, and caving. Co-requisites: OUTD 189; OUTD 283; OUTD 320.

OUTD 397 Special Topics, 1-9 credits

Topics include valuable experiences gained on course in areas such as, self-growth, goal setting, intra and interpersonal skills development, leadership development, and transference of skills from the course to life outside the expedition.

Any student desiring to register for more than 9 credits in the Standard Course Credit Package will be registered in OUTD 397 Special Topics.

In accordance with Western State Colorado University's Academic Affairs policy, this catalog of courses and credit pricing only applies to non-degree seeking students. Western degree-seeking students should contact their program advisor for approval before registering for any credit course through Extended Studies.

OUTWARD BOUND ASSIGNMENT INSTRUCTIONS

Within three weeks of completing your course, you must email your self-evaluation/reflection/written assignment that corresponds with your credit registration to outdoorprograms@western.edu. You may download your assignment for the credit registration package you have selected on the Outward Bound program link at western.edu/outdoorprograms. Your assignment will also be sent to you by email along with your registration confirmation. However, it is your responsibility as the college student to make sure you've obtained your assignment instructions once you have registered. Your Instructor Evaluation from Outward Bound 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% written assignment content. Please note that even if an Instructor Evaluation is received, if your written assignment is not turned in, a Technical Failure (TF) will be recorded on your permanent transcript from Western State Colorado University.

STUDENT RESPONSIBILITY: Please keep in mind that in order to earn a grade and your requested credit(s), you will need to complete the self-evaluation/reflection/written assignment and turn it in to outdoorprograms@western.edu no later than three weeks from the last day of your course. If your assignment is not turned in three weeks from the last day of your course, you will receive a TF (Technical Failure) on your permanent transcript. There is no refund of credit cost.

ASSIGNMENT DUE DATE: Keeping track of your assignment due date is your responsibility as a college student. As a courtesy reminder, Extended Studies will send your assignment due date **one time** in a registration confirmation email before your course begins. **Please mark your assignment due date on your calendar, as you will not receive reminder emails regarding your required assignment.** If you do not receive a registration confirmation email containing your assignment due date prior to the start date of your course, make sure you contact our office directly. If you submitted a late registration, your registration confirmation may not come before the beginning of your course. This due date is your responsibility to obtain and keep track of.

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. The purpose of these assignments are for you to get the most from your expedition experiences. They should solidify in your mind the course events, help you analyze the pieces involved, and transfer lessons to your life. Within your self-evaluation/reflection, please briefly describe the course you were enrolled in and then address each objective under its own subheading. Explain how the experiences on your Outward Bound course affected your growth in each area. In a final section, summarize your feelings and recommendations about the Outward Bound experience and how you've applied the lessons to your life after your course.

ASSIGNMENT FORMAT: Written assignments must be typed, double-spaced and include a cover page that states your name, 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 and APA style for citations. Send them as Microsoft Word attachments, .pdf attachments or by postal mail (no Google docs, pass-coded files, zipped files or Dropbox type services will be accepted). Written assignments are 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.

LATE ASSIGNMENTS: For each day (including weekends) that your paper or assignment is late, 1% will be deducted from your final grade. For example, if your paper would have earned 100%, but you turned it in 25 days late, you will earn a 75%.

ACCEPTABLE WAYS TO SUBMIT YOUR ASSIGNMENT(S): Assignments may be sent to the Extended Studies Office in three different ways. Carefully review these acceptable ways and required format for assignment submission:

- 1) Electronic Format: Written assignments may sent by email ONLY as Microsoft Word .doc, .docx or as .pdf attachments. The documents may NOT be pass-coded. Unacceptable formats include Google docs, Dropbox, links, or any other cloud-based or file-sharing application. If an assignment is sent to our email in any format other than Microsoft Word or .pdf attachment, it will be marked as late after the due date for each day it is not returned to us in the correct format.
- 2) You may send your assignment(s) by fax to 970.943.7068. Make sure your name and program are on the cover sheet.
- 3) You may send your assignment(s) by mail to: Extended Studies, Taylor 303, 600 N Adams St, Gunnison, CO, 81231. As long as your envelope is post-marked with your due date, it will not be considered late.

Dear Student,

Thank you for your interest in earning credit for your Outward Bound 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, email admissions@western.edu, or call Western Admission's Office at 800.876.5309. For graduate program information, visit western.edu/graduate or email graduatestudies@western.edu.

If you have any questions about your Outward Bound 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. Our response time for email is generally within two to three business days.

We trust your Outward Bound 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

Outdoor Programs Contact Information

Dana M. Miller, Assistant Director of Extended Studies
Outdoor Programs Coordinator and Financial Services
dmmiller@western.edu

Sarah Mercer, Staff Office Assistant
Outdoor Programs Registrations and Grades Manager
outdoorprograms@western.edu

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