PEER ADVISOR
HANDBOOK 2016
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MISSION STATEMENT

As peer advisors, it is our mission to assist students to the best of our abilities by giving students correct information; by being professional and courteous; and by placing students with the correct advisor the first time.

MOTTO

Compassionate Mentors for Our Students’ Future
WHAT IS A PEER ADVISOR

Peer Advisors are representatives of Dixie State University on and off campus, off the clock as well as on. Peer advisors are Dixie State University students who excel in their curriculum, are effective communicators, and are students who understand the challenges of beginning college. Peer advisors have the desire and ability to help new students through the transition to Dixie State University and are available to assist walk-in students in the Academic Advisement Center. Peer Advisors have the knowledge of the general education requirements, pre-requisite information for certificates and degrees, and the knowledge to place students with the proper advisor when the students reach their major requirements. From the high school student to the adult student, Peer Advisors strive to assist with:

- The transition from high school to college
- The unique challenges of being an adult and returning or beginning college

As Peer Advisors, we want to make the transition to Dixie State University as easy as possible for incoming students. We can do this by:

- Explaining the admission process.
- Answering questions about degrees and other programs that are offered at DSU.
- Assisting in choosing and registering for classes.
- Helping students log into myDixie; E-mail; Canvas; and Degree Works.
- Teaching students about the DSU website.
- Giving directions to buildings on campus.
- Finding the right person to answer specific questions.
- Making appointments for the student with academic advisors.

Each Peer Advisor must meet the following guidelines:

- Sophomore (30 or more credits)--preferred
- 3.0 GPA and above
- Matriculated in a degree seeking program
- Excellent communication skills
- Ability to work independently to accomplish projects
• Knowledge of DSU policies, registration and admissions procedures, and school relations information
• Ability to maintain confidentiality and discretion when appropriate
• Ability to work with diverse student body, faculty, and staff

GOALS

• Be professional and courteous when interacting with students and fellow employees whether you are on or off the clock.
• Gain the knowledge needed to assist students.
• Learn to screen students properly.
• Input the necessary information when appointments are made.
• Become familiar with the degree programs offered at DSU.
• Attain sufficient knowledge of the DSU website to effectively assist students.
• Complete all of the duties on the checklist daily.
• Arrive on-time and complete each scheduled shift.
• Develop sufficient knowledge of campus resources available to students such as:
  o scholarship information
  o jobs/internships
  o intramurals
  o clubs
  o tutoring
  o security information
  o health/wellness/psychological counseling
PROFESSIONALISM

Peer advisors are the first contact a student has with the Academic Advisement Center, and as such, need to act in a professional manner. This includes being professional while interacting with students who enter the office, during on-line chats, and while answering the phone.

- **Work schedule.** When you are on the schedule, you need to come on time and stay the duration of your shift. It is very inconvenient for peer advisors to stay for 10-30 minutes extra waiting for the next person to get in. Please be respectful of others’ time. Peer advisors are required to clock-in and out on the time clock in the back hall. The office manager and the academic advisor are responsible for making the schedule; any concerns that you have regarding your schedule should be addressed with them. *If you are going to miss your shift, it is your responsibility to find a replacement. You must then inform the office manager of your absence and let them know who will be covering the desk in your behalf.* Taking your name off of the schedule does not mean you do not need to get someone to cover your absence.

- **Be aware of what’s going on around you.** It’s very important to know which advisors are in the office, to answer the phone promptly, and to greet students as they come in. Anything that would distract you from taking care of the students who come in or call should not be done at work. If friends come in to visit don’t let them distract you from work. You should be aware of who is waiting and how long they have been there. Sometimes an advisor will get distracted after they have been told an appointment is waiting. Do not hesitate to tell them a second time. If they have stepped away from the office, leave a note on the door.

- **Keep the conversation appropriate.** The office is a fun, casual environment, but we need to remember that we are representing the university. If you don’t think it should be said, it probably shouldn’t.

- **Get things done.** There is a list of things that need to be completed on a daily basis at the front desk. Everything needs to be checked off for the day before the day is done.

- **Down time.** There are times when there are not a lot of appointments for advisors or students, so you may have some time when there isn’t a lot to do. When this happens, it is appropriate to do your homework. There are also times when the advisors will need assistance with projects or other things. These projects will also help to fill the down time in the office.
Office Cleanliness

Keeping the front of the office clean is one of the peer advisors’ responsibilities. It is important to have the desk areas clean and presentable. Here are a few guidelines for keeping the office tidy:

- Keep the desks free of clutter
- Keep paper clips, tape, etc. stocked
- Clean up the computer area (push in chairs, pick up trash, turn computers on at the beginning of the day and off at the end of the day)
- Keep bags and personal belongings behind the desk, out of the way.
- Clean up the storage/copy area

Dress Code

The Academic Advisement Center is a casual environment, but we need to be professional in our dress and grooming. Some guidelines to keep in mind for office-appropriate dress:

What is appropriate?
- Dress/sport shirts (such as Polo style)
- Casual blouse, sweater
- Skirts and dresses
- Jeans good condition
- Comfortable shoes or sneakers in good condition

What is not appropriate?
- Clothing with large slogans/pictures that may be offensive
- Racer back and spaghetti strap tank tops. Unless a sweater or jacket is worn
- Sweats or jogging suits
- Shorts (except knee-length such as Bermuda style)
- Flip flops
- Short skirts
- Spandex/tights
- Hats
- Sunglasses
- Frayed/holey clothing
- No showing cleavage, midriff, or under garments
Phone Etiquette

Answering the telephone is one of the primary responsibilities of the peer advisor at the front desk. When taking phone calls you need to do a few things:

- Say the name of the office (Academic Advisement)
- Identify yourself
- Be polite and professional
- Only use the idivert button for emergencies or as a last resort

Cell Phones

It is acceptable to have your cell phone at the office, but there are some rules that need to be kept in order to be respectful to the students that come into the office. First, your cell phone needs to be put on silent or vibrate. Second, if you receive a phone call that you need to take, please let the other peer advisor know that you need to answer your phone and take it in the hall or in the back. Third, cell phones should be kept behind or under the desk; text messaging is acceptable as long as it does not distract from answering the phone or helping students. If these rules are kept, cell phone policy will remain as such. Remember, our first priority is the student.

E-mail

E-mail is used in the office to pass on information concerning: degree changes, important date changes, advisor changes, meeting times, and other information handling day to day office duties. These e-mails help our office run smooth and help clarify any issues that arise. It is important to check e-mail every day and send a short confirmation back to the sender. Let the office manager know if there has been a change in your e-mail address.
OFFICE RESPONSIBILITIES

Peer advisors have the primary responsibility of running the front office. This comes with a number of duties and responsibilities that need to be performed. From screening people for appointments to making sure that copies are made, all of the following things need to be kept up for the office to run efficiently.

Opening Duties

- Clock in
- Turn on lights
- Slide open door
- Log into computer
- Open chat (check with Mike)
- Open Banner
- Log into AdvisorTrac
  - Log daily appointments into AdvisorTrac

How to screen students

Screening students at the front desk is of the utmost importance to everyone involved in the advising process. If a student does not get to the correct person it’s very difficult to get the assistance needed. The peer advisor working at the front desk will be primarily responsible for screening students. Here are the steps for screening students to get them to the correct contact:

- Are you currently a student?
- Have you met with an advisor before?
- Are you an athlete?
  - Schedule with the NCAA advisor
- Do you have an Associate’s Degree?
  - Give them the information for their Bachelor’s Degree Program Advisor
- What’s your major?
  - If a student has declared a major, strongly recommend they meet with their Program Advisors—it will save them time and money in the long run.
- What is your ID number?
  - In Banner, look up the number of credits that they have completed and schedule them with either a
    - 1st Year Advisor (0-29 credits)
2nd Year Advisor (30-59 credits)
2nd Year Team Leader (60+ credits, major undecided)

- What is the appointment regarding?

This process is effective for most of the students who come into the office, so use it as much as you can. There are exceptions to the rules, and this process is more of an art than a science. Mistakes in this process are inevitable, so just do the best you can. It helps when the student is scheduled with the correct person on the first visit.

How to schedule an appointment

When scheduling an appointment in the Outlook calendar, specific information about the student is necessary. The advisor needs this information to prepare for the appointment. It helps to provide a better experience for the student. When making an appointment the following information is needed:

- First and last name (if you need to, ask them politely to spell it for you)
- Telephone Number
- Dixie student ID #
- Major
- Add color if needed:
  - Orange – Graduation Audit
  - Yellow – Co-Op
  - Purple – Advisor meeting
  - Blue – Phone Appointment
- A brief description of what the appointment will be regarding; any other comments to help advisors prepare for the visit
- Your initials & the date

The last two points on the list are very important for a couple of reasons. First, if the advisor understands what the student needs beforehand, complications can be avoided. Second, if the advisor needs more information about the student, peer advisors can be a good source of background information. Last, if it seems necessary to schedule an advisor for a time they are blocked out, consult with the advisor first before making the appointment. Advisors have demands on their time and it is very inconvenient to
rarrange their schedules to meet with students who should not have been scheduled in the first place.

Walk-in

Advisors throughout the semester will set aside time for walk in students. Walk-ins are a great way to meet with a high volume of students. These walk in times need to be monitored closely. It is easy to tell students that advisors are meeting with students and then just add them to a list. Peer Advisors are the first line of defense. It’s not a defense against the student, but a defense for the best use of both the student’s and advisor’s time. These steps should be followed with walk-ins:

• Make sure there is a sign in sheet for each advisement group (1st year & 2nd year).
• Keep track of the times that advisors will be accepting walk-ins. If a line is forming and the advisor only has time to meet with one or two people, inform the students and schedule an appointment for later.
• Keep track of how many students are waiting. If there is a line of students when only one advisor is taking walk-ins, check with the other advisors to see if they are available to help.
• Make sure to ask student screening questions, even if the they come and say they are here for walk-ins.

Phone Calls

• Answer phones when possible
• If the person calling is a phone appointment, ask them to hold and make sure the advisor is in his/her office ready to help the student. Once the advisor is ready, transfer the call back to the advisor’s office.
  o If the advisor is running late or the phone appointment is early, confirm with the student that we have the right phone number in order for the advisor to call the student back when they are available.
• Check messages whenever the red phone light is on.
• Write down each message and delete it off of the answering machine.
• Return calls as soon as possible.
• If you are unable to return calls during your shift, be sure to let the next peer advisor on duty know.

**Online Chat**

The online chat is a great way for students to ask the Advisement Center quick questions. Often the questions the questions are not specific to the Advisement Center, however you need to make sure that you give them the right information regardless. Always be polite; ask them to hold if you need to search the Dixie website for the right information or reference.

• Answer chat calls when they come in.
• Try hardest to answer their questions and direct them to the right information (DON’T BE AFRAID TO ASK FOR HELP).
• Ask questions to clarify what information the visitor is seeking.
• Using proper grammar, correct spelling, and complete sentences is important! Remember that how you respond reflects upon Dixie State University.
• Inform chat visitors if there are students in the office needing your attention; ask them to hold.
• Close the chat when you have finished answering the visitor’s questions.
• If you are unable to find the correct information, ask for the student’s contact information so that we can get back to them once the information they need is found.

**Closing Duties**

• Log off computers; turn off mouse and keyboard
• Close and lock door
• Turn off main light
• Clock out
FAQ’S REGARDING ACADEMIC STANDING

When is a student considered to not be in good academic standing? A student attending Dixie State University is considered to be in Good Standing when their cumulative GPA is above a 2.0. If a student falls below a 2.0 cumulative GPA then they are no longer considered to be in good academic standing.

When does a student need to meet with the Academic Intervention Advisor? A student is required to meet with the Academic Intervention Advisor to continue their education when their academic standing is Academic Probation, Continued Academic Probation and Academic Suspension status.

Are students on Academic Alert/Academic Warning required to fill out a contract to enroll in classes? No. Students will be required to meet with the Academic Intervention Coordinator when they are placed on Academic Probation.

What is Academic Alert? A student is considered to be on Academic Alert when their cumulative GPA is above a 2.0 but they have had one bad semester (below 2.0). The student is still considered to be in academic Good Standing.

DEGREE INFORMATION

As Dixie continues to grow, degrees will be added and it is important that we keep up to date on these changes. Students need to understand pre-requisites, procedures, and application deadlines. Most students are apprehensive and require us to walk them through these steps. In order to understand these steps we need to understand the website and where to locate this information. We also need to be aware of when a program advisor is needed. Degree information and advisor assignments can be found on the academic advisement website. Once again it is really important that we are familiar with the school website.
How do I order a transcript?
Transcripts can be ordered online, by fax, by mail, or in person. The cost is $5.00. Please include your full name, student ID (or SSN), years attended, address where transcripts should be sent, and contact information (e-mail or phone). Include payment information (Visa, Mastercard, or Discover credit card number and expiration date). Also, include signature if sending by mail or fax.

How do I apply for admission?
First, determine category of student:

- **New Student** - A matriculated student who has never attended any college or university, including students who earned credit before graduating from high school.
- **Transfer Student** - A matriculated student who, after high school graduation, attended another college or university but did not attend Dixie State University.
- **Returning Student** - A matriculated student who previously attended Dixie State University after high school graduation but has not attended in three or more semesters, including students who may have attended another college or university since they were enrolled at Dixie State University.
- **International Student** - A matriculated or non-matriculated student who is not a U.S. citizen and has not received immigrant status from the U.S. Immigration and Naturalization Service.
- **Non-degree Seeking** - A non-matriculated student attending college classes for personal interest, enrichment, or growth.
- **Home Schooled** - Taught at home using other approved curriculum. Certified by Parent/Guardian.

See admissions policy for additional definitions.

For New Students:

1. Completed application
2. $35.00 non-refundable fee
3. Official high school transcripts or GED scores
4. Test results (ACT,SAT,CPT)
For Transfer Students
We need official college transcripts for all schools attended. If transferring more than 24 credits, however, then high school transcripts/test scores are not required. Submitting test scores may still be required, depending on which classes you are enrolling in for prerequisite checking.

To see requirements for the additional student types, refer to the Admissions Summary Sheet.

Why can’t I login to MyDixie?
The most common reasons why students cannot login include:
- You are not fully admitted;
- You are admitted but aren't entering the correct login & PIN;
- You have entered the incorrect PIN number more than three times and have been locked out. (Please contact the IT helpdesk at 435-879-HELP.)
- Your web browser is not accepting cookies (see Google's article: *How to Enable Cookies*).

Is my admissions application complete?
You can find out by contacting the admissions office phone: 435-652-7777.

Why were my classes dropped?
In addition to students dropping the courses themselves, you can also be dropped if:
- tuition is not paid by the tuition deadline;
- you do not attend the first class and have not notified your instructor;
- it has been discovered that you did not meet a pre-requisite and the appropriate department dropped you; or
- the class was dropped due to low enrollment.

Why can't I get into the class I'm trying to register for?
The primary reasons why a student cannot register for a class:
- The course prerequisites have not been met. This may include minimum test scores, prior coursework, and/or permission needed by the instructor. If you have taken the prerequisite course(s), it is possible your transfer work may not yet be in the system. Contact the advisement office (435-652-7690) to verify;
- Co-requisites are required (i.e. must also register for LIB-1010 or for a lab in the case of science classes);
- The student has a registration hold (have not attended orientation, owe money, etc.); or
- Academic standing prohibits student from registering on their own.
Q. How will I get my aid money?
Financial Aid funds are automatically applied to your institutional charges. Any remaining balance is given to the student to use for their needed educational purposes. You must complete the “Authorization to Credit Accounts” form (only required once) before we can disburse your financial aid. Remember, you must be enrolled in at least six credits to receive any loan funds.

Q. I was told I need a copy of my federal tax transcript to complete verification of the FAFSA. What should I do?
You can contact the IRS to request a Tax Transcript or go back and correct your FAFSA and complete the IRS Data Match. If selected for verification, we will need this form unless you completed the IRS data match and did not change any of the income & tax information on your FAFSA.

Q. I just completed my FAFSA, when will I receive my money?
It generally takes three to six weeks to complete the full financial aid process. Check your MyDixie account to follow your FAFSA progress. If you are selected for verification, you will be required to submit additional documentation before we can complete your financial aid file. We send your award notification to your D-mail account. Please check this account frequently.

Q. Can I fill out the FAFSA without using my parent’s income information?
You are required to provide your parent’s income information until you meet the Department of Education’s criteria to become an independent student. You must be able to answer ‘Yes’ to one of the following items to be deemed independent from your parents:

- 24 years of age (born before January 1, 1993 for the 2016-17 award year)
- Married as of the date you first began to fill out the FAFSA.
- At the beginning of the 2015-16 school year, will be working on a master’s or doctorate program (MA, MBA, MD, JD, PhD, EdD or graduate certificate). Note: Dixie State University does not currently offer any of these types of degrees.
- Have dependents other than your spouse.
- You are an Orphan or Ward of the Court.
- You are a Veteran of US Armed Forces.
- Do you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
• Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?

• At the time you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

• Are you or were you an emancipated minor as determined by a court in your state of legal residence?

• Are you or were you in legal guardianship as determined by a court in your state of legal residence?

• At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?

• At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?

• At any time on or after July 1, 2015, did the director of a runaway of homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Q. Why did my Pell grant adjust?
Pell grants pay according to your enrollment status. For example, a full-time student received the full amount and a half-time student receives half. Your Pell grant is based on the credits that appear on your transcript, which are the classes you are enrolled in on the last day to add. Dropping below 12 credits will require immediate repayment of these grants.

Q. How do I sign a Master Promissory Note (MPN)?
Your MPN will be available for your electronic signature here. It will be available approximately 24-48 hours after you accept your Direct Student Loans on the DSU website. Remember, if this is your first Direct Student Loan at DSU, you must complete Entrance Loan Counseling. You need to complete Entrance Loan Counseling only once for you Direct Student Loans at DSU. You will generally only need to sign the MPN once unless you defaulted on previous student loans or have declared bankruptcy after you signed your MPN. Make sure you keep your current mailing address updated with the U.S. Department of Education once you have signed your MPN.

Q. What if my financial aid is not available by the tuition payment deadline?
Remember, it takes approximately four to six weeks to fully process your financial aid. You are responsible for payment of your tuition, fees and all other debts at the time they are due. If you do not have the finances to pay your tuition, DSU works with an outside agency to provide a tuition loan. Please refer to the DSU Tuition Payment Plan.

Q. What is the difference between a Federal Direct subsidized and unsubsidized student loan?
A Federal Direct subsidized student loan is interest free while you are enrolled in school at least half time. You also have a six month grace period once you graduate or stop
attending school, before you begin repaying the loan, note: interest will accrue during your grace period. The Federal Direct unsubsidized student loan begins to accrue interest at the time the loan is disbursed. Unless you make the quarterly interest payments, the interest will capitalize which will cause your loan payments to be larger once you begin to repay your loan. For more information, refer to the Federal Student Guide.

Q. I just got married. Can I change my application?
Yes, you are allowed to change your marital status from single to married. If have questions concerning this rule, please feel free to contact the DSU Financial Aid office. You will be required to submit some required documentation.

Q. What happens if I withdraw from school and financial aid has paid my tuition?
If you withdraw from Dixie State University before the semester begins and financial aid has not paid your tuition, no fund will transfer to your account. If you withdraw from school before or after school starts and financial aid has been posted to your account, the financial aid office is required to perform a Return of Title IV funds calculation on your account. Once this calculation has been performed, you may owe money back to DSU. Remember, it is important that you must officially withdraw from your DSU courses. If you fail to officially withdraw, you will receive WF grades on your transcript.

Q. Can I get aid for summer semester?
Some students may be eligible to receive aid during the summer semester. Please contact the DSU Financial Aid office to enquire about your eligibility.

Q. Can I have my parents or spouse deal with your office on my behalf?
The law (FERPA) requires us to protect your information. If you would like us to speak about your aid to your parents, spouse, or anyone else, you can give them permission by submitting a Release of Student Information form. We can then release your information only to those individuals listed on the form.

Q. Who handles Perkins loans?
Lisa Howard, lisa.howard@dixie.edu or (435) 652-7607. Please contact her to set up an appointment to sign your promissory note. Her office is located on the first floor of the Holland Centennial Commons Building.
Overview
Cooperative Work Experience provides a beneficial three-way partnership between the employer, the student, and the University. Through the Cooperative Work Experience program, employers have access to a pool of highly qualified students who are eager to take on challenging assignments.

Program Benefits
- Provides the opportunity to apply classroom learning to practical problems on the job.
- Allows students to work with professionals in the field they are preparing to enter.
- Students in these programs are generally more committed to their academic fields.
- Coop students are often exposed to advanced technology and equipment in a learning environment that is not available on campus.
- Students learn the competitive nature of the job market and what is needed to prepare for the best career positions.
- Students get the competitive edge in the new graduate job market.
- Students in these programs may earn college credit for working in a job directly related to their field of study. Cooperative Work Experience can be full or part-
Students integrate their educational experience with paid work experience as they explore various career opportunities early in their college careers.

Cooperative Work Experience – How Do I Sign Up?

COOP is an educational concept that relates the classroom to the employment community. Students with a designated major, vocational, or career interest are assisted in locating employment that relates to their classroom studies. Students approved in employment are eligible for academic credit based upon the completion of structured learning objectives.

COOP is available in all divisions and is applicable to liberal arts as well as CTE programs. To enroll for Cooperative Work Experience program, students should do the following:

- You must have a job. If you need a job, see the student employment board.
- Make an appointment with the Cooperative Education Assistant Director, Jo Hickman.
- Fill out the Cooperative Work Experience Agreement Form online or print it out and submit it to Jo Hickman.
- If you qualify, you will be registered for the program and assigned to an advisor.
Welcome to the Disability Resource Center (DRC), the designated departments on the campus of Dixie State University responsible for evaluating disability documentation, determine eligibility, and implement reasonable accommodations for students who have disabilities that may affect their academic success. On this website, you will find information about the accommodations and services we coordinate for students.

The Mission of the Disability Resource Center is to provide opportunities for students with disabilities to have access to quality education, support, and learning resources to fully participate in DSU programs and services.

Objectives:

1. Increase academic success of students with disabilities by providing reasonable accommodations in accordance with federal and state guidelines.
2. Support the inclusion of students with disabilities as productive, independent, and responsible members of the university community.
3. Provide a variety of learning resources and advocacy to increase retention and graduation of students with disabilities.
4. Implement policies and procedures consistent with the Americans with Disabilities Act and other federal and state legislations that affect the rights of individuals with disabilities in post-secondary education.
5. Support individuals with disabilities to acquire the necessary skills and attributes to have positive post-secondary experience at DSU

Contact Information
Phone: (435) 652-7516
Fax: (435) 879-4038
Email: drc@dixie.edu
Address: North Plaza Building
Office Hours: Monday-Friday 8:00 am to 5:00pm
**Testing Center**

**Location:** North Plaza Building Location: North-East corner of the North Plaza Building (On the corner of Tabernacle and 1000 East – Entrance is located on the East side of the building).

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**3 Different Testing Operations at DSU**

**Student Testing:**
Used by DSU students wanting to take an academic exam.

**Prometric Testing:**
A partnership between Prometric Inc. and DSU where many different certification exams can be taken. Regular closed dates do not apply to Prometric Testing, and testing is by appointment only.
**Professional Testing:**
This Center can be used by both students and professionals for various paid tests, including placement exams, as well as proctored tests for other colleges and universities. The Professional Center is generally open five days a week: Monday through Friday.

**Classroom Testing Center Hours – Fall/Spring**
(Last test given 1 hour before closing)
*Monday through Friday:* 9AM – 10PM
*Saturday:* 2PM – 10PM
*Sunday:* 4PM – 10PM

**Classroom Testing Center Hours – Summer**
(Last test given 1 hour before closing)
*Monday, Wednesday, Friday:* 9AM – 5PM
*Tuesday and Thursday:* 9AM – 10PM
*Saturday and Sunday:* CLOSED

**Prometric Center Hours**
Prometric center tests are by appointment only. Tests can be scheduled online at Prometric.com, or by phone at 1-800-853-6769. Please visit our Prometric page for additional information about Prometric testing.

**Professional Testing Center Hours 2016 Hours**
*Monday, Tuesday, Wednesday, Friday:* 9AM – 4PM
*Thursday:* 9AM – 9PM
*Professional Testing does not accept cash. Payment can be made online (present receipt number when testing; or credit cards are accepted.)*

Tests Offered in the Professional Testing Center
- Proctored Tests For Other Colleges/Universities
- Placement Exams including CPT
- Police Officer Standardized Test (POST)
  - Offered each Friday at 12:30 PM
- CNA State Written Exam
  - no appointment necessary, 2 hour exam
What is Drop-in Tutoring?

Drop-In Tutoring is available at no cost to all registered Dixie State University students who are seeking assistance in select general education courses, including many Math and Science courses. Available subjects vary by student demand and tutor availability. For a detailed schedule, stop by the Tutoring Center. Just locate the subject in which you are interested; find the times tutoring is scheduled; then choose the time that is best for you! The Tutoring Center is happy to meet as many individual requests as possible, so students are encouraged to let the Center know if you have tutoring needs that don’t appear on the schedule. They make every effort to accommodate as many students in as many disciplines as possible. Call or visit the Director (Rowena Thiess) or any staff tutor. The Tutoring Center is located in the Holland Centennial Commons, Room 431.

Why is Drop-in Tutoring useful?

Drop-in tutoring allows students the flexibility to come in at their convenience during posted hours without the necessity of setting and keeping appointments. It provides an opportunity for students to work on assignments independently while having the opportunity to get tutor assistance when needed. It also encourages the formation of study groups because students will often make contact with other students in the same subject area.

How do I sign for Drop-in Tutoring?

Tutors are available during the hours designated above throughout the course of the Fall and Spring semesters. The subject schedule changes often, but it may easily be accessed by clicking here or viewed at the Tutoring Center. To make special requests, e-mail the center at Tutoring@dixie.edu or by calling 435-879-7314. Specific Subject Tutoring Hours

How does Drop-in Tutoring work?

On your first visit to the Tutoring Center, you will need to enter your Student Identification Number (or scan your ID card) as well as your name, phone number, and e-mail address. Thereafter, you will only need to scan your ID Card when you enter and leave the Center.

Can I become a tutor?

If you are interested in becoming a Tutor, please contact Rowena Thiess at 435-879-4733 or rthiess@dixie.edu or visit us in Room 431 of the Holland Centennial Commons.
The mission of the DSU Health and Wellness Center is to promote a climate where students/faculty/staff can become more engaged in healthy lifestyle behaviors through health and wellness resources, information and services.

This program encourages the campus community to strengthen their health and well-being through educational opportunities, and self-improvement with a staff of nurse practitioners and therapists available for appointments as needed. Taking responsibility for one's health and well-being is an essential part of a person's ability to contribute to the work and mission of DSU.

We invite you to visit the Health and Wellness Center where they have resources full of the latest health information regarding sexual responsibility, alcohol and other drugs, tobacco cessation, nutrition, and other basic health issues. Condoms are also available for free at the front desk.

**Location:**
Next to the Campus at 34 North 600 East

**Hours:**
8:00 AM to 5:00 PM Monday through Friday – closed Saturday and Sunday
*Refer to website (wellness.dixie.edu) for summer hours

**Appointments:**
For appointments call 435-652-7756

**Cost:**
Students: $10 per visit – this includes the cost of most basic testing
Faculty/Staff: $20 per visit – this includes the cost of most basic testing
Faculty/Staff Spouses $35 per visit and must have spouse’s DSU ID number
The Multicultural/Diversity Center (MCDC) is a student support service established to increase diversity at Dixie State University via the recruitment and retention of students from diverse backgrounds and the enrichment of campus life through cultural and awareness activities. The MCDC accomplishes this goal through scholarship opportunities, community outreach, academic advisement, and diversity club participation. The MCDC operates under the principle that every person’s unique life experiences enrich campus life and adds a profound element to a true education. We invite ALL DSU students to participate in the MCDC events, to promote diversity and to celebrate their own cultural identities as well as those of others. Again, the MCDC is open to all students. Please take your time to explore our website and feel free to contact us with any questions, concerns or suggestions. We also invite you to stop by the MCDC to further see how we can assist you.

The goal of the MCDC Student Leadership Program is to engage students in co-curricular and extracurricular experiences that enhance their collegiate experience. Our mission is committed to training and advising Multicultural student leaders with learning, service, and extracurricular opportunities; provide leadership training; promote school spirit; create unity and a unique Dixie culture; and offer a voice to the underrepresented student body.

Meaningful involvement has been proven to strengthen students’ commitment to education, the institution, and their community. Furthermore, students who are actively engaged receive higher grades, transfer less, gain skills that lead to better jobs, obtain increased networking opportunities, have more friends, and are substantially more satisfied with their college experience.

**Academic:**
- Registering for Classes
- Financial Aid/Scholarship Assistance
- Leadership Development

**Activities:**
- Diversity Week
- Cultural Celebration
- Diversity Dialogue
- Cultural Heritage Months

**Advisement:**
- Applying for Admission to DSU
- Registering for Classes
- Financial Aid/Scholarship Assistance
- Student Advocacy

**Mentoring:**
- Tutoring Services
- Peer Advisor Training
- Leadership Development

Orientation:
- Program Orientation
- Recruitment of students of Color
- College-Preparatory workshops

Outreach:
- Tutoring Services
- Local school services
- Recruiting Trips

Public Relations:
- Social Media
- Marketing and Advertising

Personel Counseling:
- Cultural and Diversity Issues
- Diversity Issues Related to:
  - Race
  - Gender
  - Age
  - Religion
  - Sexual Orientation

Services:
- Service Projects
- Community Partnerships

Located in the Browning Building
435-652-7730 (Phone)
435-879-4004 (Fax)
STEPS TO REGISTER

SET UP:
1. On the Dixie State University homepage (www.dixie.edu), click the MyDixie link located in the upper right-hand corner.
2. Log in using
   - Student ID#: (ex. 00345678)
   - Pin: Should be on your acceptance letter
3. Change your PIN
   - Needs to be between 8-15 characters with at least 1 letter and 1 number
   - Should be easy to remember
4. Set up TWO security questions
   - Make sure you choose questions to which you can remember the answer
5. Confirm address (only do so if prompted by the computer)

LOOKING UP CLASSES:
1. From the Student Services menu in Banner. Click the Student link then click Registration
2. Click the Look-up Classes to Add link:
   - Select the current term (i.e. Fall 2015)
3. On the Look-up Classes to Add page
   - Select a subject (ex. Mathematics, English, Art). You can type the first letter of a subject to quickly navigate
   - Choose a specific class number (i.e. 1010, 2010, 3220)
   - Choose a class meeting time (i.e. MWF 9:00-9:50am, TR 10:00-11:15)
   - Check under location to make sure that the class you are signing up for is located on the campus you want. You don’t want to accidentally register for a class located in Hurricane.

REGISTERING FOR CLASSES:
1. To locate information about the specific course, read the catalog entry:
   - Click the blue highlighted CRN number located on the left side of the page (ex. 40783)
   - Click the View Catalog Entry link.
2. To register for a class, click the checkbox to the left of the blue CRN number.
   - If a “C” appears in place of a checkbox, the course is full or closed to enrollment
   - If a “SR” appears in place of the box then registration is closed to you temporarily due to missing or incomplete admissions information. See the Registrar's office or an advisor to determine what needs to be done to resolve the issue.
3. Click the Register button located at the bottom of the page.
   - Do not click the “Add to Worksheet” button unless you don’t want to register for the class yet.
• It may be helpful to write down the CRN number in case the computer has an error. You can type this number in the Add Classes Worksheet and click Register to add classes in this way.
• Questions about registration errors can be answered by advisors and registration staff.

WAIT LIST:
Until the third day of class, students can try and enter a full class by placing themselves on a waitlist. A student may not use an Add Card to enroll in a full class until after the third day of classes each semester.
To be placed on a wait list for a class, you must use the “Add Classes to Worksheet” page.
• First, take the CRN number for the class you are registering for and plug it into the Add class box.
• The system will not let you add the class if it is full. In the drop down box of the class select Wait List and then click “Submit Changes” at the bottom of the screen. The class will then show up in your class list, but won’t count toward credits.
• Let the student know that they need to check their Dmail every day. The student will receive an email letting them register.

GENERAL INFORMATION:
• To be considered a full time, a student needs to be enrolled in at least 12 credits. Some students may need 15 for scholarship.

• When registering for LIB1010 (Library Information class) it is a co-requisite for English1010. In order to register for English1010 the student needs to register for LIB1010 first. They can be taken at the same time.

• Some science classes require a lab. The student will need to register for the lab at the same time using the Advanced Search.

CLASS PRIORITY!
1. Scholarship classes. Are you getting a talent scholarship? Be sure to sign up for that class first (like band) or leave time open for the scholarship requirement (i.e. Leave time for soccer practice). Most of these courses are taught only one time during the day.

2. 1001 First Year Experience class for your major. This class is often taught only once a day. Though you may sign up for a general education 1001 class, we highly recommend you sign up for the 1001 class in your desired major.

3. Specialty Classes. Have you been dying to take fresh-water fishing? Bread Making? Fashion Sewing? Many of these classes are taught only once a day so you may want to sign up for them first.
4. Developmental courses & programs. Sometimes these classes are taught only once a day, but usually you have several class options from which to choose. If, however, the only available math course overlaps with your bread making course, and you are a Biology major and need math this semester…you’ll probably want to put the bread making off until next semester.

5. GE courses. Make sure that if at all possible you are getting 1-3 GE classes completed each semester (unless you are in an applied program and do not need all the GE courses). Putting off your GE courses so that you can take ballroom dance and stage makeup alongside your music major classes can create problems down the road when you are done with your major’s classes but are still 30 GE credits short of your degree.
TAKING THE INITIATIVE AND ACCOUNTABILITY

Peer advisors are primarily responsible for taking care of whatever happens at the front office, from answering the phone to helping an angry person get the assistance that he or she needs. This can be a daunting task to perform if everyone is not working together and doing the very best they can. Doing the best job possible can be broken down into two steps: (1) taking the initiative, and (2) being accountable for your time and what you have accomplished while at the office.

Taking the initiative can be defined as finding things around the office to do and taking care of the students that come in or call the office without being told. Sometimes it can be difficult due to distractions around the office. Distractions may include but are not limited to something interesting on the internet, text messages from friends, or even a good book. Please keep in mind that student needs are always our priority. It is very important to get the students taken care of and placed with the correct advisor. Additionally, there are other tasks that need to be done around the office, such as straightening and refilling information sheets on the lobby table, or returning calls from students. Do not assume that someone else will do it. We all are responsible.

Accountability is critical in making this process work. If everyone is accountable for their actions in the office, then everyone will know what has been done and what still needs to be completed. If everyone is accountable for their work and takes initiative the office will run smoothly and everyone will be a part of making it successful.
Petition for Academic Renewal

Academic renewal allows currently enrolled students to remove previous poor grades from grade point calculations ONLY in limited circumstances.

- Coursework must have been completed at least five (5) calendar years before the academic renewal request.
- Academic renewal applies only to Dixie State University or transfer courses graded of D+, D, D-, or F.
- A student may only receive academic renewal once.
- Academic renewal is not reversible.
- If academic renewal is granted, designated courses will not count in the GPA calculation and will not satisfy any requirement, including number of credits. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal.
- Once a certificate, associate’s degree, or bachelor’s degree is awarded by any institution, all course(s) completed prior to the award of that certificate or degree do NOT qualify for academic renewal.

Conditions under which a petition for academic renewal will be considered:

- The student must be enrolled at Dixie State University at the time of petition for academic renewal.
- The student must have completed at least 15 credit hours at Dixie State University after the coursework being considered for academic renewal.
- The student must obtain a minimum GPA of 2.5 in courses completed after the coursework being considered for academic renewal.
- The “new” coursework must have been completed within the three (3) years prior to submitting the petition.
- A non-refundable fee must be submitted with the academic renewal petition.
Petition for Academic Renewal

Name: __________________________________________ Date: ______________________________

Dixie ID: ___________________ Phone: ___________________ Cell Phone: ___________________

E-mail Address: __________________________________________

I wish to petition for academic renewal according to the Academic Renewal Policy on the reverse side of this form.

Please apply academic renewal to:

☐ All eligible courses   ☐ DSU courses   ☐ Other __________________________

☐ Only the following courses: ____________________________ (School Name)

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<th>Term/Year</th>
<th>Course</th>
<th>Grade</th>
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I understand that Academic Renewal applies only to courses having grades of D−, D, D−, and F and taken at least five years prior to this application. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate Academic Renewal. Courses designated in the petition will not count for computation of GPA, for earned credits, or for satisfying any graduation requirements. Further, I understand that Academic Renewal may be applied only once and is irreversible.

Signature: __________________________________________ Date: ______________________________

FOR OFFICE USE ONLY

Check for the following:

☐ Coursework is at least 5 years old   ☐ Has not earned a degree or certificate
☐ Applicant currently enrolled         ☐ Paid $20.00 fee to Cashier’s Office
☐ Has completed 15 hours with 2.5 GPA

Registrar’s Signature: __________________________ Date: ______________________________
Academic Appeal Cover Sheet

The Academic Appeals Committee accepts appeals of Academic actions, General Education requirements, and graduation requirements. The form may be found here.

- All appeals with accompanying letters should be turned in to Ruth Brucket in the Snow Math and Science Center, room 231A
- Appeals are reviewed and considered once a month. An appeal must be received no later than the last Tuesday of the month to be considered for the next month’s meeting.
- Grade appeals must go through a department chair and dean BEFORE the appeals committee.
- Graduation appeals must be received before the graduation application deadline.
- You will receive notification of the decision not more than 10 days after the committee meeting. If denied, a student has the right to come in person to a hearing. If denied again, a final appeal to the Vice President of Academic Services can be made.
Academic Appeal Cover Sheet

- According to the DSU Student Code (Policy 5-33), Academic Appeals are accepted for the following: academic actions (including grades) and exceptions to graduation, and general education requirements.
- If you are submitting more than one appeal, you must complete a separate cover sheet for each.
- Completed documents should be submitted to: Ruth Bruckert, 231A Snow Math and Science Center. Appeals must be received no later than the last Tuesday of the month to be considered at the next month's meeting.

Name: ___________________________ Date: ____ / ____ / ____
Address: ___________________________ City: ___________ State: ____ ZIP: ___________

DSU ID #: ___________ Telephone: ( ) ___________ Email Address: ___________

Appeal: Grade □ Graduation Requirement □ GE Requirement □ Other ________________

Grade: Grade appeals must go through the department chair and dean before coming to the Academic Appeals Committee. A student or an instructor has the right to appeal a dean's decision regarding a disputed grade.

Attach a letter that describes each of the following:
- course name and number, semester that the course was attempted/completed
- instructor name, telephone number and email
- exact nature of the appeal
- documents (syllabus, your work, etc.) that support your appeal (attach copies)

Graduation Requirement: Graduation requirements are outlined in the College Catalog and in Policy 5-20. Your appeal must be received before the graduation application deadline for the semester in which you wish to graduate.

Attach a letter that describes each of the following:
- degree and department offering the degree program
- name and email of advisor
- date of graduation audit and name, phone number and email of person who conducted audit
- graduation requirement that you are appealing and reasons for your appeal
- documents that support your appeal, including letters from faculty members (attach copies)

General Education Requirement: General Education requirements are specified in the College Catalog.

Attach a letter that describes each of the following:
- General education requirement(s) that you are appealing and reasons for your appeal.
- documents that support your appeal, including a syllabus from any course you propose as a GE substitution (attach copies)

Procedure: The Academic Appeals Committee meets once each month, September through May, with additional meetings as needed. The Academic Appeals Committee will review your appeal at the next scheduled meeting after receipt, and deliberate. You will receive notification of the decision in the form of a PDF attachment sent to your email not more than 10 business days after the meeting.

If the committee denies your appeal, you will have the right to appear in person at an Academic Appeals hearing and present further evidence and/or witnesses on your behalf. If your appeal is denied a second time, you have the right to appeal to the Vice President of Academic Services, whose decision shall be final.

Rev 9/2013
For students that would like to have a Letter of Completion sent to another college or university in the state of Utah that certifies a student’s completion of general education requirements; they must fill out a Letter of Completion form online here (http://advisement.dixie.edu/letter-of-completion/request-letter-of-completion/). Once this is completed students can check with the graduation coordinator in the Registrar’s office to check on its status.

- A student may need a Letter of Completion when they have completed all general education core requirements, but not the required amount of elective credits to complete the Associates Degree requirements.

- The Letter of Completion will then be mailed to the selected institution.
Application for Resident Classification

Students wishing to change their residency status for a semester must fill out an Application for Resident Classification, along with any other required documentation, to the Admissions office within 15 days after the beginning of each semester.

- The Admissions office will notify you of a decision within 7 days of receipt of application and supporting documents. If denied, the student may meet with a Residency Officer within 7 days of the decision to review the application and discuss any additional information, after which a final decision will be made no later than 3 days following that meeting.

- If denied, the student has 7 days to write a written appeal.

- A “Resident” is determined from the rules and regulations outlined in Utah Board of Regents Policy R512 Determination of Resident Status.

The Resident Classification form on the next page is 7 pages. Only the first is shown.
RESIDENT CLASSIFICATION
Admissions Office
DSU Admissions, 225 South 700 East, St. George, UT 84770
Phone: (435) 652-7777 Fax: (435) 652-7777 residency@dixie.edu

ADMISSIONS INSTRUCTIONS
Application deadline is seven days after the beginning of each semester. Fill out application as completely as possible and attach copies of all supporting documents. If all questions are not answered completely and supporting documents are not attached, the application will not be processed.
Return this application to the Admissions Office in person, fax, email, or by mail.

Personal Information

Legal Name: ___________________________ ___________________________ ___________________________
Last               First               Middle Initial

Former Last Name(s): ___________________________

Date of Birth: ________________ Place of Birth: ___________________________
_mm/dd/yyyy

Home Phone Number: ___________________________ Attn/Cell Phone Number ___________________________
_e.g. (435) 111-1143_  _e.g. (435) 111-1143_

Permanent Mailing Address: ___________________________
Street                          City                      State                Zip

Local Address (if different from above): ___________________________
Street                          City                      State                Zip

Email Address: ___________________________

Semester you are applying for Residency: ___________________________ Student ID #: ___________________________

U.S. Social Security Number* (optional): ___________________________
Since what date have you continuously lived in Utah: ___________________________
_mm/dd/yyyy

Have you lived in Utah at other times for extended periods? Yes: ☐ No: ☐ If Yes, give dates: ___________________________

Is this your first application for resident reclassification at any Utah school of higher education? Yes: ☐ No: ☐

If no, at which Utah school did you last apply for residency? ___________________________ Were you granted residency? Yes: ☐ No: ☐

*Privacy Act Notice: The University confidentially maintains your social security number for routine uses such as facilitating document matching, verifying your identity, and expediting your enrollment and financial aid. Disclosure of your social security number is voluntary. Failure to provide your social security number may delay the processing of your application and once admitted could result in delay or loss of federal and state financial aid, tax credits, student loan deferments, veterans and other benefits provided by law.

Continued On Back...
A Student who experiences serious personal issues (medical, psychological, financial, family, etc.) can request a complete withdrawal from all classes until the end of the 12th week of the semester. The withdrawal must be from all classes, not an individual course or courses. Complete online form here. (http://registration.dixie.edu/complete-withdrawal-form/).

- Complete withdrawals may be done online until the semester begins.
- Once the semester has started, students must request Complete Withdrawal through the Registrar’s Office.
- Complete withdrawal may affect a student’s financial aid.
- Any refund for a complete withdrawal is issued according to the deadlines published in each semester’s course schedule.
Exception to Policy Petition

This form will not be accepted if any portion is left blank. It is your responsibility to pay tuition and meet with the faculty member to have your class graded (instructor must submit a “Grade Change” card), if your petition to add a class is approved.

Purpose of this form include but is not limited to:

- Add Class(es)
- Add Extra Credit
- Drop Class(es)
- Audit Class(es)
- Late Add
- Late Drop
- Tuition Refund

Complete Withdrawal (Must include withdrawal form)

The most important part of this form is your explanation of what happened. Do not take this section lightly, you will be writing a letter to a committee and so it should be professional and explain everything thoroughly.
EXCEPTION TO POLICY PETITION

This form will not be accepted if any portion is left blank. It is your responsibility to communicate with the faculty members to answer the questions in the ‘Faculty Section’. When you have completed the form, return it to the Registrar’s Office, HCC 1st floor, with any documents to support your appeal.

STUDENT SECTION

Name: ___________________________________________ DSU ID #: ________________________

Date: __/__/____ Phone: __________________________ Email Address: _________________________

Mailing Address: _________________________________________________________________

Street __________________________________ City __________________ State ______ Zip ______

Purpose: Add Class(es): ☐ Drop Class(es): ☐ Add Extra Credit: ☐ Audit Class(es): ☐ Complete Withdrawal (must include withdrawal form): ☐

Course Information: Fall: ☐ Spring: ☐ Summer: ☐ Year: __________________________

Course Identification (i.e. ENGL 1010-05): ____________________________

Course Title (i.e. Intro to Writing) ____________________________________________

FACULTY SECTION

Student: This section is required and must be completed prior to submitting petition.

Faculty: We thank you for supplying the committee with this information so we can make a fair and equitable decision in the student’s behalf. Your cooperation is greatly appreciated.

<table>
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<tr>
<th>Class CRN</th>
<th>Date Last Attended (APPROX.)</th>
<th>Grade Earned By This Date (APPROX.)</th>
<th>Did Student Attend Regularly?</th>
<th>Faculty Signature</th>
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Continued On Back...
Utah residents age 62 or older are eligible to enroll in Dixie State University classes under House Bill 60 (H.B. 60) regulations:

- Admission application is required.
- One-time, non-refundable admission fee of $35.00 is required.
- If no students are waitlisted for the class, an instructor can sign an H.B. 60 ADD card beginning the first day of class, on a space available basis.
- Submit signed H.B. 60 ADD card to Registrar's Office.
- Pay $10 fee for each class plus any course or lab fees.

H.B. 60 students audit courses. No credit or grades are issued for H.B. 60 enrollment. Some classes are not available under H.B. 60, including but not limited to all computer and fitness classes.

Faculty are prohibited from adding a H.B. 60 student to any class that has students waitlisted for that course until after the last day for waitlist.

Additional questions should be referred to the Registrar’s Office.
# HOUSEBILL 60 REGISTRATION CARD

**Name:** ____________________________  **Student ID Number (SSN):** ____________________________

**Semester:**  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
**Year** ________  **Date:** ________________

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<th>Call #</th>
<th>Class Identification</th>
<th>Section #</th>
<th>Instructor’s Signature or Stamp</th>
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**Instructions:**
- On the first day of class, request instructor’s signature (based on space availability).
- Return the signed card to Registration Office, and pay applicable fees at Cashier’s Office.
Understanding FERPA is an important part of being a peer advisor. It is a federal law that peer advisors need to abide by to protect the students’ privacy. Basically, it states that Dixie State University is not allowed to give a student’s educational records or information to anyone unless a release form has been signed by the student. The rights that this law gives the student are listed below.

With respect to a student’s educational records, FERPA affords a student the right:

- To inspect and review the student’s own educational records;
- To request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- To consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent;
- If a complaint cannot be resolved within the college, to file with the U.S. Department of Education a complaint concerning alleged failures by DSU to comply with the requirements of FERPA;
- To obtain a copy of the Students Records Policy and Procedures for DSU. (Copies are available at the Registrar’s Office)
Consent to Release Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Dixie State University from releasing certain personally identifiable information from a student’s record to a third party (e.g. parent, spouse, etc.) without the student’s explicit written consent. This form serves as written consent when properly completed.

Additionally, to protect the student’s information from unauthorized individuals, Dixie State University requires the student to provide a unique password that will allow the designated third party to access information and services over the telephone or e-mail. The password should be something that is easily remembered, but something that is confidentially shared between the student and the third party. This identifier will remain valid unless authorization is revoked or if a new request is received.

Instructions: Complete this form. DO NOT SIGN this form until you are in the presence of an appropriate DSU staff member or Notary Public. Appropriate DSU staff members are in the following offices: Registrar’s Office, Financial Aid Office, Advisement or TriO.

I, _______________________________________, ________________________________________, (Student Name) (Student ‘Dixie ID’), (password)
give consent for the Registrar’s Office (or designated University offices, such as Financial Aid) to disclose personally identifiable information concerning my education record to the individual(s) listed below. These individuals also become eligible to act in my behalf. Individuals listed below will be able to change my DSU password information, get information about my financial aid, class schedule, balance due, etc.

I understand that the individuals listed below who request information in person are REQUIRED to provide picture ID. If you would like your designees to receive information by e-mail, please list their e-mail address below.

Release information to the following individual(s):

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✓ I certify this request was signed freely and voluntarily and will be in effect until revoked in writing.

Student’s signature ___________________________ Date ___________________________

Witnessed by ___________________________ Date ___________________________ Office: RO FA ADV TRIO

If you are NOT completing this form in the presence of an appropriate DSU staff member this form must be notarized. The original notarized form must be submitted to the Registrar’s Office in order to be valid.

Notary Public: ___________________________ State of: ___________________________

My Commission Expires: ___________________________ County of: ___________________________

Seal ___________________________ Today’s Date: ___________________________

This form may be mailed to:

Dixie State University - Registrar’s Office - 225 S 700 E HCC 1st floor - St George, UT 84770
I have read and understand the following terms of this agreement:

Guidelines

1. I will work my scheduled hours during the 2016-2017 school year in the Advisement Center
2. I will be on time for my shift
3. I will work my entire shift
4. I will be professional in my appearance and behavior
5. I will attend peer advisor training meetings
6. I will adhere to all Dixie State University policies and procedures
7. I understand that I am a representative of DSU both on and off campus; I understand that illegal or inappropriate behavior off campus may be grounds for termination.

By signing below, I agree to abide by the guidelines given, to be accountable for my responsibilities, and to take the initiative while working at the Academic Advisement Center.

Date: ________________________________

Peer Advisor: __________________________

Office Manager: _________________________

Supervisor: _____________________________
CREDITS

Forms, FAQ's, and Graphics supplemented from the Dixie State University website.


Form explanations written by Ammon Zitting, Lacee Watters, and Brandon Price.

Manual assembled by Emma Schaub.

Photos by Emma Schaub.