

University of the Nations
Course/Seminar Registration Form

(To be filled out every 3 years)

Form A
Instructions
(03/05)

I. Introduction:

Form A includes sections for both Lecture Phase and Field Assignment/Internship Phase. Please remember to consult and communicate your plans to hold the course with your U of N College or Centre leadership, as well as your YWAM geographical leadership.

II. Instructions: How do I use this form and where do I send it?

A. This form A should be used:

1. When registering a course at your location with the U of N **for the first time**.
2. When registering a **totally new course**, not registered in the U of N Catalogue. Please be in touch with the appropriate International Dean of College/Centre before filling in the form.
3. **Preceding each new U of N Catalogue** production every three years, for updating of a past registered U of N course so that your revisions will be reflected in the new catalogue.
4. **When you have made major changes** to the curriculum of a course that has already been registered. If there is any question regarding whether you are making major changes (over 25% of curriculum), please consult the appropriate international college/faculty dean or your International Associate Provost.

B. This completed form should be sent before the course begins (please do this as early as possible as it may take up to 6 months to register your course) **to the appropriate U of N office for your region:**

- **For Spanish and Portuguese-speaking South & Central America:** International Registrar for Latin America, Caixa Postal 95, 80011-970, Curitiba PR Brasil
- **For North America and English-speaking Central America/Caribbean:** International Registrar for N.A., P.O. Box 78219, Nashville, Tennessee 37207, U.S.A.
- **For Europe, Middle East & Africa:** International Registrar for EMA, YWAM, 1000 Lausanne 25, Switzerland.
- **For UK & Ireland:** International Registrar for EMA, YWAM, Highfield Oval, Harpenden, Herts, AL5 4BX, England.
- **For Asia-Pacific:** International Registrar for Asia-Pacific, 75-5851 Kuakini Hwy #195, Kailua-Kona, HI 96740 USA
- **For India:** Regional Records Office for India, GPO Box 127 Pune-411001, M.S. India

C. Please keep a copy of this Form A for your own files.

- D. The Lecture Phase and Field Assignment/Internship Phase are regarded as separate courses** with their own course numbers and descriptions. If your school includes a Field Assignment/Internship Phase, please include registration information for both courses at the same time. Questions to be answered for each phase, require extensive thought and planning. **Seminars:** Use the number of weeks needed on the form 1-6 maximum.
Course/Seminar Registration: Please enclose payment for Course/Seminar charges as per calculation page.

III. What then happens to the form?

Once the properly completed form is received by the appropriate Int'l Registrar, it will be circulated among the signators listed on page 1 of Form A for approval. If the form is incomplete, it will be returned to you for completion. The registration process may take 6 months and is not registered until signed by the Provost. If your school begins before it has been officially registered, please complete forms B-D and send them to the appropriate U of N Regional Records Office for your region.

IV. Overview of Forms

FORM A: Sent in to register a course as stated in Part II Section A above.

FORM B: Sent in the second week of the lecture phase of every school. Lists names and data of students.

FORM C1: Sent in at end of Lecture Phase giving details for each weeks and students' grades for the first phase.

FORM C2: Sent in at end of Field Assignment (F/A) giving details for every week and students' grades for the F/A.

FORM D: Sent in with Form C1 for new Instructors & Resource teachers with the U of N.

University of the Nations
Course Signature Page

Form A
Page 2
(03/05)

NOTE TO COURSE LEADER

The following people need to sign this form to have your course registered with U of N.

This form is not complete until both you and your base leader have signed it.

After completing the form, send it to the appropriate U of N Records office (see instruction sheet). The registrar will obtain the remaining signatures.

In 1995, the Board of Regents decided that the local base leadership together with the school leadership decides if they want to register their course with the U of N. If they have decided to register with the U of N then all students who are part of the school are to be registered and record of their attendance and grades will be maintained by the U of N.

NOTE TO THOSE SIGNING THIS FORM

Your signature indicates that you approve this course for registration with U of N.

1. Course Leader:

_____	_____	_____
Name	Signature	Day/Spell Month/Year

2. Base Leader

_____	_____	_____
Name	Signature	Day/Spell Month/Year

3 a. International Dean/Director of International Committee for the appropriate College/Faculty/Centre:

_____	_____	_____
Name	Signature	Day/Spell Month/Year

[For totally new courses only: to be filled in by International Dean]

Level of difficulty of course (circle one in each category): 1) introductory, intermediate, advanced;

Suggested course number(s): _____

b. International Dean of International Committee for the next closest appropriate College/Faculty (for new courses only):

_____	_____	_____
Name	Signature	Day/Spell Month/Year

c. International Dean of International Committee for the next closest appropriate College/Faculty (for new courses only):

_____	_____	_____
Name	Signature	Day/Spell Month/Year

4. Provost:

_____	_____	_____
Name	Signature	Day/Spell Month/Year

University of the Nations
Course/Seminar Information

(To be filled in by school leader)

Form A
Page 3
(03/05)

The course I am registering is as follows: (Please check the appropriate box.)

- A totally new course which is not listed in the U of N catalogue and has not (to my knowledge) been registered anywhere with U of N.**

Have you consulted with the International Dean or representative of the College? Yes No

1. If this is a newly developed course, please write a course description of 1 or 2 paragraphs which summarizes what you think would be most appropriate for including in the U of N catalogue (please print/block).

2. College/Faculty your course most closely relates to (please consult the list in the U of N Catalogue):

_____ Prerequisite _____

- An existing course listed in the U of N catalogue, but not registered at my location.**
- An existing course which has been registered at my location with U of N but with major changes (over 25% in curriculum), since that registration.**
- An update of an existing course which has been registered at my location with U of N, but needs to be re-registered for the upcoming U of N catalogue (every three years). You will be advised when it is time to re-register.**

If the course you are registering now exists presently in the catalogue with both a lecture and field assignment but you are not including a field assignment on this Form A, please explain why.

LECTURE (FIRST) PHASE REGISTRATION

Please answer each item prayerfully, asking God to clarify His purposes for your course. We realize that the actual Lecture Phase or First Phase may vary to some degree from the original projection; however, this information is vital for achieving the course objectives. You will be able to record actual Lecture Phase activities on Form C1, after the course is completed.

A. Rationale or Purpose Statement - Please share your reasons for running this course and explain how it contributes to the overall goals and objectives of YWAM in the areas of evangelizing and discipling nations.

B. Context of Course - Looking at the context in which the course is set, please answer the following: How does this course relate to the country in which the course is taking place? How does it fit the local or ultimate ministry setting? (The aim is to set the course into an appropriate geographical and socio-cultural framework.)

(Continued)

C. Course objectives - Please describe what the course aims to provide for the student and what the student can gain from the course. Include statements about the course ministry-related goals, things the student will be able to do at the end of the course, as well as making reference to the general goals of the course. (Clearly formulated objectives are a great help in effective course planning. It is well worth spending quality time thinking them through and expressing them clearly. Both course content and methods of presenting the material are derived from the objectives. They are the means to achieve the objectives.)

D. Values - How do your objectives reflect the U of N Founding Principles/Foundational Values of YWAM? (See U of N Reference Guide for these documents.)

E. Outline of topics of instruction (feel free to provide additional information on separate sheets):

WEEK 1: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____
Objectives _____
Method of Instruction _____ Resource Materials** _____

WEEK 2: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____
Objectives _____
Method of Instruction _____ Resource Materials** _____

WEEK 3: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____
Objectives _____
Method of Instruction _____ Resource Materials** _____

University of the Nations
Course Information (continued)
(To be filled in by school leader)

Form A
Page 5
(03/05)

WEEK 4: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 5: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 6: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 7: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 8: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 9: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

WEEK 10: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____

Objectives _____

Method of Instruction _____ Resource Materials** _____

*If more than one please indicate how many YWAMers and Male/Female **Such as books, handouts, films, videos, etc. (Continued)

WEEK 11: Topic(s) _____
 Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
 Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____
 Objectives _____
 Method of Instruction _____ Resource Materials** _____

WEEK 12: Topic(s) _____
 Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
 Teacher(s)*: YWAMer Yes No, Male Female, Nationality _____ Approx. Age _____
 Objectives _____
 Method of Instruction _____ Resource Materials** _____

*If more than one please indicate how many YWAMers and Male/Female **Such as books, handouts, films, videos, etc.

F. Typical Weekly Schedule: Give the breakdown of teaching/learning hours in a typical week (usually 50 or more hours per week), showing how much time is spent on essential activities including lectures, small group, frequency of individual one-on-one staff/student interaction and feedback, intercession, worship, field work, etc. A guideline of a minimum of three hours of intercessory prayer per week has been adopted by the U of N.

<p>Hrs. Activity</p> <input type="checkbox"/> Evangelism/Ministry/Application <input type="checkbox"/> Instruction/Orientation/Teaching <input type="checkbox"/> Tests <input type="checkbox"/> Staff/student feedback (one-on-one)	<p>Hrs. Activity</p> <input type="checkbox"/> Worship <input type="checkbox"/> Small Group/Discussion <input type="checkbox"/> Work Duties <input type="checkbox"/> Workshop/Laboratory <input type="checkbox"/> Research Projects/Book Reports	<p>Hrs. Activity</p> <input type="checkbox"/> Intercessory Prayer <input type="checkbox"/> Ministry Preparation/Evaluation <input type="checkbox"/> Personal Devotion Times <input type="checkbox"/> Assignments/Individual Study <input type="checkbox"/> Other _____
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G. Student Evaluation: Show how you will evaluate each student and determine their grade, including the weight given to each element. (Example: Student ministry evaluation-25%, Written assignments and reports-25%, Staff interviews-30%, Personal growth-20%, Total-100%) This applies to all U of N schools including DTS/CDTS.

H. Course Evaluation: How will you evaluate the effectiveness of the course as a whole and whether you have met your objectives? This applies to all U of N courses.

FIELD ASSIGNMENT/INTERNSHIP REGISTRATION

1. Course name and number as shown in the U of N Catalogue if the course already exists (including such courses as directed studies, theses, special topics).

2. Projected place(s) of Field Assignment/Internship Phase

3. Proposed focus of geographical and/or people groups

4. Number of weeks of Field Assignment/Internship

Please answer the following items prayerfully. Whereas the actual Field Assignment/Internship Phase may vary to some degree from the original projection, this information is vital for achieving the course objectives. You will be able to record actual Field Assignment/Internship activities on Form C2, after the course is completed.

A. List the Objectives: Objectives are the desired outcomes for the lives of the students and those among whom you seek to minister. Some typical examples of objectives are:

- Increase understanding of cross cultural ministry issues.
- Increase students' confidence and ability in sharing their faith.
- Teach students how to research an unreached people group.

B. Please list strategies for meeting Field Assignment/Internship objectives: Strategies are how you plan to accomplish your objectives, or the methods that will be used to meet the objectives of the Field Assignment/Internship Phase. Strategies should always be linked to specific objectives. There may be several strategies involved in accomplishing a single objective in some cases. Some typical examples of strategies are:

- Take students out to observe and identify examples of at least five cultural differences between target group and their native culture as it relates to sharing the Gospel.
- Create opportunities for students to actively research an unreached people group.
- Include and involve students in strategy development times. Include instruction and explanation of what is involved in waiting on God, and walking through the process with them for the actual Field Assignment/Internship planning.
- Arrange a variety of opportunities for involvement and coaching in different giftings.

(Continued)

C. **Resource Materials used:** (such as books, handouts, films, videos, magazine articles, newspapers, etc.)

D **Resource Teachers used and Content topics to be covered during the Field Assignment/Internship** (if any):

E. **Outline of Activities:** (Internships Only)

1. If your interns are all doing the internship together, give a basic overview of what they will actually do during the internship:

2. If all your interns are going to different assignments, give a list of the types of organizations and jobs they are going to for their internship:

F. Typical Weekly Schedule: Give the breakdown of teaching/learning hours, showing how much time is spent on essential activities, including ministry activities, lectures, small group, frequency of individual one-on-one staff/student interaction and feedback, intercessory prayer, worship, field work, etc. **A guideline of a minimum of three hours of intercessory prayer per week has been adopted by the U of N.**

Hrs. Activity	Hrs. Activity	Hrs. Activity
<input type="checkbox"/> Evangelism/Ministry/Application	<input type="checkbox"/> Worship	<input type="checkbox"/> Intercessory Prayer
<input type="checkbox"/> Instruction/Orientation/Teaching	<input type="checkbox"/> Small Group/Discussion	<input type="checkbox"/> Ministry Preparation/Evaluation
<input type="checkbox"/> Tests	<input type="checkbox"/> Work Duties	<input type="checkbox"/> Personal Devotion Times
<input type="checkbox"/> Staff/student feedback (one-on-one)	<input type="checkbox"/> Workshop/Laboratory	<input type="checkbox"/> Assignments/Individual Study
	<input type="checkbox"/> Research Projects/Book Reports	<input type="checkbox"/> Other _____

G. Student Evaluation: Show how you will evaluate each student and determine their grade, including the weight given to each element. (Example: Student ministry evaluation-25%, Written assignments and reports-25%, Staff interviews-30%, Personal growth-20%, Total-100%) Applies to all U of N Schools including DTS/CDTS.

H. Course Evaluation: How will you evaluate the effectiveness of the course as a whole and whether you have met your objectives?

HAVE YOU:

- Filled Form A out completely?
- Signed your name where requested?
- Filled out Page 10 and sent or attached Registration Charges?
- Kept a copy for your files?

Please continue on to Page 10

(Continued)

University of the Nations
Course/Seminar Registration Charges
(Please Print/Block)

Form A
Page 10
(03/05)

Location _____
City Country Base Name

Course Name _____ Course Number _____

Start Date _____ School Leader _____
Day/Spell Month/Year Please Print

(Please see Page 11 for more information.)

In order to calculate the lower payment amount, please select the method from among the following choices which is appropriate to your situation.

1. For the *first* registration of this course/seminar at your location:
Either US\$35 or 10% of the amount charged to one student* (calculate on next line):

10% of _____ = _____ = _____
One student's course charge in your currency Your currency U.S. Dollars

2. For the *re-registration* of this course/seminar:
Either US\$125 or 10% of the amount charged to one student* (calculate on next line):

10% of _____ = _____ = _____
One student's course charge in your currency Your currency U.S. Dollars

3. For *major curriculum change* (a registered course which has more than 25% content changes):
Either US\$125 or 10% of the amount charged to one student* (calculate on next line):

10% of _____ = _____ = _____
One student's course charge in your currency Your currency U.S. Dollars

*EXAMPLE: If your course student charge for one student is \$100, then 10% would be \$10.

Total charges included with this form: _____ Sent by: Bank transfer Check Cash

If a check is not from YWAM (for example, a personal check), please mark below what applies:

Personal Check Postal Money Order Bank Money Order

If a personal check, name on check: _____

Check number: _____ Check Date: _____
(Day/Month/Year)

More Information on U of N
Course/Seminar Registration Charges
(continued)

Form A
Page 11
(03/05)

Please note: In 1995, the Board of Regents decided that the local base leadership together with the school leadership decides if they want to register their course(s) with the University of the Nations. They then register the course by filling out the Form A and sending in the appropriate course registration fee. If they have decided to register the course with the U of N, then all students who are a part of the U of N registered school will be charged a student registration fee, and the record of their attendance and grades will be maintained by the International Records System. This student registration fee should accompany Form B.

1. For the purpose of calculating the Course Registration Charges, the "amount charged to one student" includes tuition, room and board of the course.
2. A single Course Registration Charge is paid with each FORM A.
3. Seminar: (1-6 credit seminars). Seminars pay the standard charges.
4. Consecutive courses making up a school can pay one course registration charge, such as SBS, SECE and integrated MMBC. For example, CCM 311-312-313.

Course similar seminars cannot be combined with the same course registration charge: for example, CCM 311-313 is SBS, but the two SBS Seminars CCM 514 and CCM 515 cannot pay Form A registration with the CCM 311-313 registrations. They are separate and need to be put on another form.

5. Please send your Course Registration Charges attached to FORM A, to your International Registrar. Please write check to "University of the Nations."
6. When your course has been registered you will receive a Certificate of your course's affiliation with the U of N, valid for the current U of N Catalogue period.
7. Re-Registration is more costly because the first registration is a discounted version of the normal charge to give benefit to the expense of starting up new schools.

Thank you! for completing this Form A.

University of the Nations
Student Registration Form

(Due during the first week of class. To be filled in by school leader)

Form B
Page 1
(03/05)

INSTRUCTIONS - PLEASE READ CAREFULLY BEFORE COMPLETING FORM

1. This Form B should be used *every time* a course takes place in order to provide a record of the students who have actually arrived to take the course. Only one Form B is required for a series of sequential courses, such as lecture and field assignment/application phase, unless a new student(s) has been added to a sequential course, then the Form B is required for the new student(s).
2. This Form B should be sent with the student registration charges to the appropriate U of N Regional Records Office for your region:
 - **For Spanish and Portuguese-speaking South & Central America:** International Registrar for Latin America, Caixa Postal 95, 80011-970, Curitiba PR Brasil
 - **For North America and English-speaking Central America/Caribbean:** International Registrar for North America, P.O. Box 78219, Nashville, TN 37207, U.S.A.
 - **For Europe, Middle East & Africa:** International Registrar for EMA, YWAM, 1000 Lausanne 25, Switzerland.
 - **For UK & Ireland:** International Registrar for EMA, Highfield Oval, Harpenden, Herts, AL5 4BX, England.
 - **For Pacific and Asia:** International Registrar for Asia-Pacific, 75-5851 Kuakini Hwy #195, Kailua-Kona, HI 96740, USA.
 - **For India:** GPO Box 127, Pune 411001 M.S. India

Please keep a copy of this Form B at your location. Send original to your Regional Records Office.

SCHOOL LEADERS, PLEASE PRINT/BLOCK OR TYPE ANSWERS TO ALL ITEMS:

Course Name _____ Course Number _____
Location _____
City _____ Country _____ Base Name _____
Lecture (First) Phase Start Date _____
Day/Spell Month/Year _____
School Leader _____ Signature _____

STUDENT INFORMATION (To be filled out *ONLY* by school leader or school secretary/registrar)

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____
DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____
 Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year _____
Permanent Personal Address _____
Street _____ City _____
State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____
DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____
 Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year _____
Permanent Personal Address _____
Street _____ City _____
State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

*For post-DTS students only

University of the Nations
Student Registration Form (continued)

(Due during the first week of class. To be filled in by school leader)

Form B
Page 2
(03/05)

SCHOOL LEADERS, PLEASE PRINT/BLOCK OR TYPE ANSWERS TO ALL ITEMS:

Course Name _____ Course Number _____

Location _____
City _____ Country _____ Base Name _____

Lecture (First) Phase Start Date _____
Day/Spell Month/Year

STUDENT INFORMATION (continued) *Please photocopy this page if additional space for student information is needed*

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____

DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____

Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year

Permanent Personal Address _____
Street _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____

DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____

Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year

Permanent Personal Address _____
Street _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____

DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____

Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year

Permanent Personal Address _____
Street _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

Legal Name _____
Last/Family _____ Suffix _____ First/Given _____ Middle _____ Any other names _____

DTS* Lecture Outreach completed at: _____ Maiden Name _____
Base location _____ Country _____

Male Female Birth date _____ Country of Citizenship _____
Day/Spell Month/Year

Permanent Personal Address _____
Street _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____ Home Telephone Number _____

*For post-DTS students only

(Continued)

Please continue on to **Student Course Charges** page

University of the Nations Student Course Charges

Form B
Page 3
(03/05)

(Please Print/Block)

Location _____
City Country Base Name

Course Name _____ Course Number _____

Start Date _____ School Leader _____
Day/Spell Month/Year Please Print

(Please see Page 4 for more information.)

In order to calculate the lower payment amount, please select the method from among the following choices which is appropriate to your situation.

1. Lecture Phase only. (No charge for field assignments/internships as of Jan. 01/02 ILT)

Either US\$25 per student = 25 x $\frac{\text{Number of Students}}{\text{Number of Students}}$ = _____
U.S. Dollars

Or 1% of one student's charges* (calculate on next line):

$\frac{\text{1% of one student's charge in your currency}}{\text{Number of students}}$ x _____ = _____ = _____
Your currency U.S. Dollars

Please note: No Fees for Field Assignment.

2. Seminars:

Either \$5 per student per week = 5 x $\frac{\text{Number of students}}{\text{Number of students}}$ x $\frac{\text{Number of weeks}}{\text{Number of weeks}}$ weeks = _____
U.S. Dollars

Or 1% of one student's seminar charges* (calculate on next line):

$\frac{\text{1% of one student's charge in your currency}}{\text{Number of students}}$ x _____ = _____ = _____
Your currency U.S. Dollars

*EXAMPLE: School charge = \$800; 1% of \$800 charge = \$8.00 per student

Total charges included with this form: _____ Sent by: Bank transfer Check Cash

If a check is not from YWAM (for example, a personal check), please mark below what applies:

Personal Check Postal Money Order Bank Money Order

If a personal check, name on check: _____

Check number: _____ Check Date: _____
(Day/Month/Year)

More Information on U of N
Student Course Charges
(continued)

Form B
Page 4
(03/05)

Please note: In 1995, the Board of Regents decided that the local base leadership together with the school leadership decides if they want to register their course(s) with the University of the Nations. They then register the course by filling out the Form A and sending in the appropriate course registration fee. If they have decided to register the course with the U of N, then all students who are a part of the U of N registered school will be charged a student registration fee, and the record of their attendance and grades will be maintained by the International Records System. This student registration fee should accompany Form B.

1. For the purpose of calculating the Student Course Charges, the "amount charged to one student" includes tuition, room and board only.
2. The Student Charges for the Lecture Phase are paid with the Form B, using Page 3 to figure the total amount. There are no charges for field assignment or internships.

When payment is received with the Form B Student Registration, officially signed U of N Course Completion Certificates will be issued for the course, and sent to the school leader at the school location to be filled in by school leader.

3. Seminars: (1-6 credit seminars). Seminars pay the standard charges as outlined on previous page.
4. Please send your Student Course Charges to your International Registrar.
5. When your payment has been received you will receive a receipt from the Regional Records Office.

HAVE YOU:

- Completely filled in all blanks?
- Put students' complete names?
- Clearly stated course date?

University of the Nations
Lecture (First) Phase
Final Student Evaluation & Report

Form C1
Page 1
(03/05)

(Due within 48 hours of course completion. To be filled in by school leader)

INSTRUCTIONS - PLEASE READ CAREFULLY BEFORE COMPLETING FORM

1. This Form C1 should be used *every time* a lecture phase takes place in order to provide a clear course description with objectives, speakers, topics, primary activities, resource teachers and method of student evaluation, plus the grades of the students who have actually taken the course. *A separate Form C2 is required for the Field Assignment/Internship (Second) Phase.*
2. This Form C1 should be sent to the appropriate U of N office for your region:
 - **For Spanish and Portuguese-speaking South & Central America:** International Registrar for Latin America, Caixa Postal 95, 80011-970, Curitiba PR Brasil
 - **For North America and English-speaking Central America/Caribbean:** International Registrar for North America, P.O. Box 78219, Nashville, TN 37207, U.S.A.
 - **For Europe, Middle East & Africa:** International Registrar for EMA, YWAM, 1000 Lausanne 25, Switzerland.
 - **For UK & Ireland:** International Registrar for EMA, Highfield Oval, Harpenden, Herts, AL5 4BX, England.
 - **For Pacific and Asia:** International Registrar for Asia-Pacific, 75-5851 Kuakini Hwy #195, Kailua-Kona, HI 96740, USA.
 - **For India:** GPO Box 127, Pune 411001 M.S. India

Please keep a copy of this Form C1 at your location.

3. Explanation of grading system (See the U of N Reference Guide for a fuller explanation of letter grades).

A. Letter Grades

A = Excellent	S = Satisfactory	I = Incomplete
B = High Achievement	U = Unsatisfactory	T = Deferred
C = Moderate Achievement	W = Withdrawn	X = Audit
D = Minimum Achievement	N = No credits (800 level courses)	
F = Failing		

- B. The five grades (A, B, C, D, & S) signify various levels of achievement for which academic credit is recorded.
- C. The Satisfactory/Unsatisfactory (S/U) are used for DTS/CDTS, 700 level courses and seminars three weeks or less. All other courses/seminars are to be graded with letter grades.
- D. The remaining categories (W, I, T, N & X) apply to all courses/seminars and signify levels of achievement or circumstances for which credit toward graduation will not be received. For more definition refer to the current U of N catalogue.
- E. Students that leave class during the first week of school are not to be listed for a grade. Students withdrawing between the second week and prior to the two final weeks of school receive a "W" or "I" grade as appropriate. Students withdrawing during the final two weeks of class receive an "F" or "U" grade.

Course Name _____ Course Number _____

Location _____
City _____ Country _____ Base Name _____

Lecture (First) Phase Start Date _____ Lecture (First) Phase Ending Date _____
Day/Spell Month/Year Day/Spell Month/Year

1. Please describe how you feel you met the objectives, as outlined in your previously submitted Form A (U of N Course Registration Form). Include any proposed improvements or revision for the future.

(Continued)

University of the Nations
Lecture (First) Phase
Final Student Evaluation & Report (continued)

Form C1
Page 2
(03/05)

(Due within 48 hours of course completion. To be filled in by school leader)

2. Describe your method of student evaluation and how you determined each student's grade, including the weight given to each element. (Example: Student ministry evaluation-25%, Written assignments and reports-25%, Staff interviews-30%, Personal growth-20%, Total 100%.) Applies to all U of N Schools including DTS/CDTS.

It is important that we have a short report of what actually happened during each week of your school. Please fill in the following report section along with your student grades. (For Thesis/Special Topic courses, a paragraph describing the course can be substituted for the week by week section. Be sure to describe objectives and primary strategies the students uses to obtain these objectives.)

Example: WEEK 1

Objectives: To teach students how to hear the voice of God
Topic(s): How to Hear the Voice of God
Teacher(s): Loren Cunningham Genesis (G) In person (P) Video (V) V
Primary Activities: Teaching by Video; Introducing Intercessory Prayer
Resource material(s): Video, Joy Dawson bookmarks "Steps of Intercessory Prayer"

WEEK 1: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Objectives _____
Primary Activities _____
Resource Materials* _____

WEEK 2: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Objectives _____
Primary Activities _____
Resource Materials* _____

WEEK 3: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Objectives _____
Primary Activities _____
Resource Materials* _____

WEEK 4: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Objectives _____
Primary Activities _____
Resource Materials* _____

WEEK 5: Topic(s) _____
Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____
Objectives _____
Primary Activities _____
Resource Materials* _____

*Such as books, handouts, films, videos, etc.

(Continued)

University of the Nations
Lecture (First) Phase
Final Student Evaluation & Report (continued)

Form C1
Page 3
(03/05)

(Due within 48 hours of course completion. To be filled in by school leader)

WEEK 6: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 7: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 8: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 9: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 10: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 11: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

WEEK 12: Topic(s) _____

Teacher(s) _____ Genesis (G) In Person (P) or Video (V) _____

Objectives _____

Primary Activities _____

Resource Materials* _____

*Such as books, handouts, films, videos, etc.

(Continued)

University of the Nations
Field Assignment/Application (Second) Phase
Final Student Evaluation & Report

Form C2
Page 1
(03/05)

(Due within 48 hours of course completion. To be filled in by school leader)

INSTRUCTIONS - PLEASE READ CAREFULLY BEFORE COMPLETING FORM

1. This Form C2 should be used every time a Field Assignment/Internship (Second) Phase takes place in order to provide a clear course description with objectives, primary strategies/activities, resource materials and method of student evaluation, plus the grades of the students who have actually taken the Field Assignment/Internship course. Use an additional Form C2 for any Third Phase.
2. This Form C2 should be sent to the appropriate U of N office for your region:
 - **For Spanish and Portuguese-speaking South & Central America:** International Registrar for Latin America, Caixa Postal 95, 80011-970, Curitiba PR Brasil
 - **For North America and English-speaking Central America/Caribbean:** International Registrar for North America, P.O. Box 78219, Nashville, TN 37207, U.S.A.
 - **For Europe, Middle East & Africa:** International Registrar for EMA, YWAM, 1000 Lausanne 25, Switzerland.
 - **For UK & Ireland:** International Registrar for EMA, Highfield Oval, Harpenden, Herts, AL5 4BX, England.
 - **For Pacific and Asia:** International Registrar for Asia-Pacific, 75-5851 Kuakini Hwy #195, Kailua-Kona, HI 96740, USA.
 - **For India:** GPO Box 127, Pune 411001 M.S. India

Please keep a copy of this Form C2 at your location.

3. Explanation of grading system (See the U of N Reference Guide for a fuller explanation of letter grades).

A. Letter Grades

A = Excellent	S = Satisfactory	I = Incomplete
B = High Achievement	U = Unsatisfactory	T = Deferred
C = Moderate Achievement	W = Withdrawn	X = Audit
D = Minimum Achievement	N = No credits (800 level courses)	
F = Failing		

- B. The five grades (A, B, C, D, & S) signify various levels of achievement for which academic credit is recorded.
- C. The Satisfactory/Unsatisfactory (S/U) are used for DTS/CDTS, 700 level courses and seminars three weeks or less. All other courses/seminars are to be graded with letter grades.
- D. The remaining categories (W, I, T, N & X) apply to all courses/seminars and signify levels of achievement or circumstances for which credit toward graduation will not be received. For more definition refer to the current U of N catalogue.
- E. Students that leave class during the first week of school are not to be listed for a grade. Students withdrawing between the second week and prior to the two final weeks of school receive a "W" or "I" grade as appropriate. Students withdrawing during the final two weeks of class receive an "F" or "U" grade.

Course Name _____ Course Number _____

Location _____
City Country Base Name

Begin date Field Assign/Internship Phase _____ End date Field Assign/Internship Phase _____
Day/Spell Month/Year Day/Spell Month/Year

1. Please describe how you feel you met the objectives, as outlined in your previously submitted Form A (U of N Course Registration Form). Include any proposed improvements or revision for the future.

(Continued)

University of the Nations
Field Assignment/Application (Second) Phase
Final Student Evaluation & Report (continued)

Form C2
Page 2
(03/05)

(Due within 48 hours of course completion. To be filled in by school leader)

2. Describe your method of student evaluation and how you determined each student's grade, including the weight given to each element. (Example: Student ministry evaluation-25%, Written assignments and reports-25%, Staff interviews-30%, Personal growth-20%, Total 100%.) Applies to all U of N Schools including DTS/CDTS.

It is important that we have a short report of what actually happened during each week of your school. Please fill in the following report section along with your student grades. (page 4)

Example: WEEK 1

Objectives: Team building.
Primary Strategies/Activities: Teaching on team building, chores for students designed to interact with each other
Tape, Moving in the opposite spirit, by Dean Sherman; Book Report Chapter 1, "We Cannot but Tell" by Ross Tooley
Resource material(s): Tape recorder, books

WEEK 1: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

WEEK 2: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

WEEK 3: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

WEEK 4: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

WEEK 5: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

WEEK 6: Objectives _____
Primary Strategies/Activities _____
Resource Materials* _____

*Such as books, handouts, films, videos, etc.

University of the Nations
Field Assignment/Application (Second) Phase
Final Student Evaluation & Report (continued)
(Due within 48 hours of course completion. To be filled in by school leader)

Form C2
Page 3
(03/05)

WEEK 7: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

WEEK 8: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

WEEK 9: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

WEEK 10: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

WEEK 11: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

WEEK 12: Objectives _____

Primary Strategies/Activities _____

Resource Materials* _____

*Such as books, handouts, films, videos, etc.

(Continued)

Please take a moment at this point and review what you have already filled in:

- Have you completely filled in all information requested?
- Did you put the beginning and ending dates of the Field Assignment (Second) Phase?

On the next page, please be sure to answer all questions completely, and to include students' grades. Please remember that DTS/CDTS grades are given as satisfactory or unsatisfactory (S or U) instead of letter grades. See Page 1, point 3.A. for other details on grades. If the field assignment dates are multiple, (for example, a week of outreach is done in the middle of the lecture phase), please list the exact dates on bottom of page 4.

University of the Nations
Résumé (CV)
(To be filled in by teachers and school leaders)

Form D
Side 1
(03/05)

In order to apply the scriptural principle of commendation expressed in the Pauline epistles, the University of the Nations is requesting information from each of our speakers and school leaders. On this form, we ask about your academic, YWAM, and other training, as well as your ministry experience. We do not mean to imply that degrees or diplomas are pre-requisites to be able to minister within the U of N. However, we would like to know of the different ways the Lord has equipped you for your ministry, both formal and informal.

The reasons go beyond academic requirements. We have to answer questions from other institutions concerning the qualifications of our school leaders. But we also have to answer similar questions from insurance companies, governments, and immigration authorities in various countries. The issue is accountability: if we teach accountability as part of the discipleship process, leading to spiritual maturity, we must be ready to live it ourselves. Further, we are accountable not only to academic and government authorities, but to students, students' families, and their pastors. Our primary accountability sphere, after the Lord, is to His Church. As we have information concerning your professional, practical and spiritual qualifications for being a U of N school leader, we are able to commend you to the Church, to governments, and to any other authorities, just as the Apostle Paul commended his co-workers (see Romans 16:1-2, I Corinthians 16:10-11, Ephesians 6:21-22, Colossians 4:10-13 and Titus 3:13).

Thank you for your diligence and faithfulness in providing this information.

On the reverse side are questions to be answered and addresses where the Form D may be sent when finished.



Instructions To The School Leader - Please Read Carefully Before Completing Form.

1. Form D is to be used ONLY for school leaders, YWAM teaching staff and visiting teachers OR for those who do not already have current (within 2 years) résumé forms on file at a U of N Provost Office.
2. This Form D should be sent, after the course has finished, to the International Registrar along with the C1/C2. Please keep a copy of this Form D on file at your location.
 - **For Spanish and Portuguese-speaking South & Central America:** International Registrar for Latin America, Caixa Postal 95, 80011-970, Curitiba PR Brasil
 - **For North America and English-speaking Central America/Caribbean:** International Registrar for North America, P.O. Box 78219, Nashville, TN 37207, U.S.A.
 - **For Europe, Middle East & Africa:** International Registrar for EMA, YWAM, 1000 Lausanne 25, Switzerland.
 - **For UK & Ireland:** International Registrar for EMA, Highfield Oval, Harpenden, Herts, AL5 4BX, England.
 - **For Pacific and Asia:** International Registrar for Asia-Pacific, 75-5851 Kuakini Hwy #195, Kailua-Kona, HI 96740, USA.
 - **For India:** GPO Box 127, Pune 411001 M.S. India

Name (Print/Block): _____ Birth date _____
Day/Spell Month/Year

Address: _____
Street City/State

_____ E-mail _____
Zip/Postal Code Country

Please check: Non-YWAM Teacher YWAM Teacher YWAM/U of N School Leader Male Female

College/Faculty: _____ Location(s): _____

Educational Background (attach personal résumé if you prefer)

Name of Institution	Field of Study	Year of Graduation	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please describe the following on a separate sheet of paper:

1. Church leadership experience and positions held, including dates.
2. Other ministry experience, including dates
3. YWAM schools completed (location and dates).
4. Significant YWAM seminars or conferences attended (location and dates)
5. Books or articles written.
6. Professional memberships.
7. What experience or training has particularly well prepared you for the position of teacher?
8. What languages do you speak and what is your level of proficiency?

AUTHORIZATION: I hereby give my permission for YWAM/U of N to use the information from this résumé in any of the announcements of the course or U of N/YWAM publications.

Signature _____ Date _____
Day/Spell month/Year