

University of the Nations
Course/Seminar Registration Form

(To be filled out every 3 years)

Form A
Instructions
(02/08)

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 Latin America and other Latin nations:** University of the Nations, International Registrar for Latin Records, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.latin@uofn.edu
- **For North America and English-speaking Central America/Caribbean:** University of the Nations, International Registrar for NACAC, P.O. Box 1011, Hermitage, PA 16148, U.S.A. Email: registrar.nacac@uofn.edu
- **For Europe, Middle East & Africa:** University of the Nations, International Registrar for EMA, Highfield Oval, Harpenden, Herts AL5 4BX, United Kingdom Email: registrar.ema@uofn.edu
- **For Asia-Pacific:** University of the Nations, International Registrar for Asia-Pacific, Box 195, 75-5851 Kuakini Hwy, Kailua-Kona, HI 96740, U.S.A. Email: registrar.ap@uofn.edu
- **For India:** Registrar, c/o UofN Pune, GPO Box 127 Pune-411001, M.S. India Email: records@uofnpune.net

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 signatories 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/Seminar Information

(Please write clearly as information may be used for the catalogue)

Form A
Page 1
(02/08)

Name of Course, Lecture (First Phase) _____ **Course Number** _____

Name of Course, Field Assignment _____ Course Number _____

Name of Course, (Second Phase-if any) _____ Course Number _____

Name of Course (Third Phase-if any) _____ Course Number _____

Name of Course (Forth Phase-if any) _____ Course Number _____

Name of Course (Fifth Phase-if any) _____ Course Number _____

Location of base/campus: _____ **Course language(s)** _____

City Country Base Name

Projected starting date(s)

Lecture Phase: Starting _____ ending _____ **Field Assignment:** Starting _____ ending _____

Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year

Second Phase starting _____ ending _____ Third Phase starting _____ ending _____

Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year

Fourth Phase starting _____ ending _____ Fifth Phase starting _____ ending _____

Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year

Next time course will run _____ **Approximate cost:** Lecture Phase _____ Currency _____

Day/Spell Month/Year

NOTE TO THOSE SIGNING THIS FORM: Both signatures are required to approve this course for registration with UofN.

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.

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

<i>[For totally new courses only: to be filled in by International Dean]</i>		
Level of difficulty of course (tick one):	<input type="checkbox"/> introductory	<input type="checkbox"/> intermediate
	<input type="checkbox"/> advanced	
Suggested course number(s) (tick one):	<input type="checkbox"/> 200 level	<input type="checkbox"/> 300 level
	<input type="checkbox"/> 400 level (graduate)	

b. 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

(Continued)

FOR U of N COLLEGES AND INTERNATIONL REGISTRAR OFFICE USE ONLY	
Date received by RRO from School Leader: _____	Date sent to Int'l Dean/Director: _____
Day/Spell Month/Year	Day/Spell Month/Year
Course Registration Charge Paid: _____	Registrar's Signature: _____ Region _____

University of the Nations
Course/Seminar Information

Form A
Page 2
(02/08)

PHYSICAL ADDRESS OF BASE/CAMPUS

MAILING ADDRESS OF BASE/CAMPUS

Address: _____

Address: _____

City/Town: _____

City/Town: _____

Postal Code: _____

Postal Code: _____

Country: _____

Country: _____

Phone Number *(Please include country and area codes)*: _____

Fax Number *(Please include country and area codes)*: _____

Base E-mail _____ School E-mail _____

FOR NEW COURSES OR COURSES IN NEW LOCATIONS

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.)

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** _____

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** _____

University of the Nations
Course Information (continued)

(To be filled in by school leader)

Form A
Page 5
(02/08)

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** _____

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** _____

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.

Hrs. Activity
 Evangelism/Ministry/Application
 Instruction/Orientation/Teaching
 Tests
 Staff/student feedback (one-on-one)

Hrs. Activity
 Worship
 Small Group/Discussion
 Work Duties
 Workshop/Laboratory
 Research Projects/Book Reports

Hrs. Activity
 Intercessory Prayer
 Ministry Preparation/Evaluation
 Personal Devotion Times
 Assignments/Individual Study
 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%) 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 _____

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

- Evangelism/Ministry/Application
- Instruction/Orientation/Teaching
- Tests
- Staff/student feedback (one-on-one)

Hrs. Activity

- Worship
- Small Group/Discussion
- Work Duties
- Workshop/Laboratory
- Research Projects/Book Reports

Hrs. Activity

- Intercessory Prayer
- Ministry Preparation/Evaluation
- Personal Devotion Times
- Assignments/Individual Study
- 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
 (02/08)

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
(02/08)

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.